

Casual Shuttle Bus Driver

Job Summary:

Reporting to the Coordinator of the STARS Program (Seniors Transport and Ride Service) the Driver will be responsible for providing safe and reliable transportation for seniors in the community. Transportation activities would include trips to health appointments, shopping trips to the mall or grocery store, and attending special senior events.

Qualifications:

Education, Training and Experience:

- Grade 10.
- Class 4 Driver License Unrestricted.
- One (1) year of experience driving a 12-passenger vehicle.
- Clean driver's abstract to be updated annually.
- Physically able to lift up to 25 lbs.

Job Skills and Abilities:

- Drive with due care and caution.
- Ability to work independently.
- Able to operate a manual lift equipped shuttle bus.
- Excellent communication skills, both written and oral.
- Basic understanding of Excel/Microsoft Office.
- To be aware of driver standards and insurance requirements as regulated by ICBC.
- Excellent people skills, especially with seniors, demonstrating courtesy and tact in dealing with passengers as well as staff and family involved with passengers.
- Excellent interpersonal skills, maintaining positive relationships with agency driving coordination staff and with grocery store and medical office personnel.
- Ability to drive pre-arranged routes in a timely manner.

Key Duties and Responsibilities:

1. Operates a motor vehicle to transport passengers to and from designated locations following a pre-arranged schedule, as dispatched by the Driving Coordinator.
2. Performs pre-trip safety inspection of shuttle, to ensure it is prepared for transport.

3. Picks up and drops off passengers at designated locations, assisting them in boarding and disembarking the vehicle as necessary. Operates lifts, such as wheelchair lifts or mobility devices, to board passengers.
4. Ensures the safety of passengers by performing duties such as informing passengers of and ensuring compliance with safety precautions, ensuring that wheelchairs and child restraints are secured, and managing problems and emergencies that arise in accordance with established guidelines.
5. Performs routine inspection and maintenance duties on vehicles and equipment such as cleaning and fueling vehicles, checking fan belts, lights and tires and maintaining fluid levels. Recommends vehicle and equipment repairs as required.
6. To maintain accurate records and to provide administrative services such as recording hours and mileage, validating expenditures and preparing correspondence as required.
7. To promote effective working relationships between driving program and other CCS and community teams.
8. Performs all other duties as required.

General:

- Wage rate as per BCGEU Collective Agreement, Passenger Vehicle Driver – Grid 7 - \$24.43 per hour plus 10.6% in lieu of benefits.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Senior Services Coordinator.

To apply for this position, please go to our website at:

<https://www.comserv.bc.ca/careers/>

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short-listed applicants will be contacted.

Closing Date: April 8, 2026