



## Conayt Friendship Society

### Employment Opportunity On-Call Bus Driver

Conayt Friendship Society is looking for a qualified and motivated individual for the position of On-Call Bus Driver. The bus driver operates the bus to transport Conayt Friendship Society's Members and staff to and from destination planned by the organization. Their main duties are to transport members and staff, maintain their safety and assist all passengers.

#### General Responsibilities:

- Helping load and unload equipment, bags or other cargo belonging to the organization into and from storage area
- Ensure that all required safety procedures are followed (car seats, passengers seated, driver free of distractions, ect.)
- Complete all required documents including recording mileage
- Follow all organizational policies regarding incidents and accidents
- Driving safely and respecting all bus safety guidelines
- Rendering first aid in the event of an emergency on board the bus
- Regularly inspecting the bus for upkeep and maintenance of seats, heating, and other equipment.
- Transporting program participants, staff and may include toddlers/infants
- Follow and obey all traffic laws
- Return and secure vehicle at end of traveling

#### Qualifications:

- Valid BC Class 4 Driver's License to drive 29 passenger bus or 15 passenger van
- Ability to load and unload cargo of varying weight
- Excellent driving skills with a clean record
- Knowledge of safety regulations
- Ability to follow detailed instructions
- Outstanding communication skills
- Good problem-solving skills
- Ability to plan and execute the most efficient travel routes possible
- Ability and motivation to treat all program participants, staff and volunteers with respect and dignity

#### **Position open until filled**

The successful candidate must pass a Criminal Record Check. As per section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry.

*We thank all individuals for their interest, however, only candidates selected for interviews will be contacted.*

*Please Submit a cover letter and resume to: Conayt Reception*

*Conayt Friendship Society*

*PO BOX 1989, Merritt BC, V1K 1B7*

*Email: [receptiontemp@conayt.com](mailto:receptiontemp@conayt.com)*