



# TAKLA NATION

HEALTH ▪ PROSPERITY ▪ TRADITION

## Job Description

Position: Takla Transit Bus Operator

Takla Nation is looking for a Bus Operator for the new Takla Transit Bus, with regular trips between Takla Landing, Prince George and other communities. This position will be responsible for monitoring route schedules, passenger counts, running times, distance, the daily inspection and preventative maintenance on the bus. Safe operation and customer care are paramount. The bus driver must hold required, or be eligible to obtain the required licenses immediately upon hiring.

### Competencies

- People focused, and committed to exceptional customer service
- Commitment to Safety — Works in compliance with all applicable health and safety legislation and established policies and procedures
- Adaptability — Adapts and responds to changing conditions, priorities, technologies, and requirements
- Time Management — Balances a myriad of tasks; prioritizes duties as needed while following assigned schedules
- Communication — Expresses and transmits information with consistency and clarity
- Economical — Ensure work is completed in a way that is conscientious of the company resources
- Accountable — Takes pride in the work that is accomplished, and understands the function of tasks within the larger picture of the organization. Ensures deadlines are met and work is completed properly

### Job Duties

- Check the bus tires, lights, oil, and do other basic maintenance
- Keep the bus clean and presentable to the public
- Pick and drop off passengers at designated locations
- Follow a planned route according to a time schedule
- Assist passengers who require support
- Abide by all traffic laws and regulations
- Follow procedures to make sure you and all passengers are safe
- Keep passengers informed of possible delays
- Account for all passengers before leaving a location

- Operate all company equipment needed to communicate with such as radio, cell phone, or computer to receive information, updates, and passenger locations.
- Maintain accurate and complete records associated with the bus
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles
- Perform pre-trip, in route, post-trip inspections in vehicle and load, ensuring safety and roadworthiness
- Be prepared to support people with disabilities safely during their travel
- Maintain contact with dispatcher in accordance with travels plan
- Dispatch appropriate personnel in accordance with schedules, work, orders, or as demanded by the nature of the situation
- Complete all necessary paperwork at the end of the shift, including daily logs, inspection logs, vehicle inspection, and hours of service, following applicable provincial and federal regulations
- Provide feedback to management regarding customer problems, mechanical problems, or delivery problems
- Engage in, contribute to accomplishing the vision and goal of the Nation;
- Promote a positive work atmosphere and communicate in a professional manner that demonstrates mutual respect with community members and colleagues;
- Other duties as assigned by supervisor

### **Job Requirements**

- Three years of related experience
- Valid class 2 driver's license, with a clean driving abstract
- Successful completion of a behind-the-wheel evaluation by a third-party-examiner
- Pre - Medical Exam
- Demonstrated knowledge of Canadian driving rules and regulations
- Demonstrated understanding of transportation industry regulations, standards, and best practices
- Ability to effectively communicate both verbally and in writing
- Ability to prioritize and manage conflicting demands
- Demonstrated time management skills
- High level of integrity and work ethic
- First Aid Level

Thank you to all who apply, but only selected applicants will be contacted for an interview.

### **Interested Applicants:**

Please submit your cover letter and resume to Takla Nation, Human Resources for the Attention of Shannon West at [hr@taklafn.ca](mailto:hr@taklafn.ca)

Deadline: April 16<sup>th</sup> 2018 by 9:00 am