

## Community Assistance Bus Driver - Casual

The Town of Westlock is seeking an energetic, dynamic, reliable individual for the Casual position of Community Assistance Bus Driver. The successful candidate will provide safe transportation while maintaining a supportive and positive atmosphere. Bus drivers are responsible for providing door-to-door services and ensure clients are boarded, secured, and disembark safely and securely.

You will be working in a vibrant community of 4,921 just 85 kilometres north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Rotary Spirit Centre multiplex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need.

The successful applicant will possess the following skills:

- Operate the Community Assistance Bus in a safe, friendly and courteous manner according to all relevant legislation, policies and procedures.
- Knowledge of traffic laws and regulations pertaining to local bylaws and the Traffic Safety Act.
- Perform daily safety and maintenance checks and keep appropriate logs.
- Ensure the bus is safely and securely stored.
- Advise the Town Mechanic of any requirements for maintenance or repair.
- Secure special needs equipment in a safe manner to limit motion during transport, including wheelchair lift, walkers, oxygen tanks and any adaptive/assistive devices.
- Clean the bus as scheduled and/or required.

As a key player on our team, you will have the following qualifications:

- Valid Class 2 or Class 4 Drivers License
- Acceptable 5-year Drivers Abstract
- CPR and First Aid certification required
- Available to work year-round during the hours of 8:00 a.m. – 4:30 p.m.

The Town of Westlock offers a competitive salary. The wage rate is per the current CUPE Local Collective Agreement with the starting rate set at \$22.93 per hour. The successful applicant will be required to provide a Criminal Record Check complete with vulnerable sector check and a five-year Drivers Abstract prior to employment. CSA approved steel toe safety footwear is also a requirement.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be contacted. Please submit your resume with three references in confidence to:

Town of Westlock  
10003-106 Street  
Westlock, Alberta T7P 2K3  
Phone: 780-349-4444 | Fax: 780-349-4436  
Email: [employment@westlock.ca](mailto:employment@westlock.ca)

**POSITION TITLE:**        **COMMUNITY ASSISTANCE BUS DRIVER**

**REPORTS TO:**            Spirit Centre Supervisor

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Reporting to the Spirit Centre Supervisor, the Community Assistance Bus Driver is responsible for the safe, reliable, and customer-focused operation of the Community Assistance Bus. This position supports accessible and community-based transportation services, including individuals with mobility needs, while ensuring compliance with all applicable legislation, Town policies, and safety standards.

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The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer to facilitate job knowledge and performance.

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## **Key Responsibilities**

### **1. Vehicle Operation and Safety**

- Operate the Community Assistance Bus in a safe and courteous manner in accordance with all applicable legislation, including the Alberta Traffic Safety Act, and Town policies and procedures.
- Conduct pre- and post-trip inspections and maintain accurate inspection logs.
- Report mechanical issues, defects, and maintenance requirements to the Supervisor and/or Town Mechanic.
- Report all motor vehicle incidents in accordance with Town procedures.
- Ensure the bus is safely operated, secured, and stored when not in use.
- Clean and maintain the bus in accordance with established standards.

### **2. Passenger Assistance and Customer Service**

- Provide safe, respectful, and inclusive transportation services to all passengers.
- Assist passengers with mobility needs, including operation of wheelchair lifts and securement systems.
- Ensure all assistive devices (e.g., wheelchairs, walkers, oxygen tanks) are properly secured during transport.
- Communicate passenger expectations, including rules and responsibilities.
- Respond to emergency situations, including evacuation procedures and provision of basic first aid as required.

### **3. Scheduling, Fares, and Administration**

- Pick up and drop off passengers according to established schedules and service requests.
- Collect fares and passes in accordance with Town procedures.
- Maintain accurate financial, operational, and trip records.
- Complete daily cash handling procedures, including deposits at the Town Administration Building.
- Complete and submit required documentation and reports in a timely manner.
- Maintain confidentiality of all passenger and operational information.

#### 4. Corporate and Safety Responsibilities

- Participate in the Town's Occupational Health & Safety and Risk Management programs.
  - Attend required meetings, training sessions, and professional development opportunities.
  - Maintain required certifications and competencies.
  - Perform other related duties as assigned.
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#### Qualifications and Requirements

##### Core Competencies

- Strong interpersonal and communication skills.
- Ability to provide courteous, respectful, and professional service to the public.
- Ability to remain alert and maintain focus for extended periods.
- Sound judgment and the ability to respond effectively in emergency situations.
- Professional, patient, and adaptable in a public-facing role.

##### Licenses and Certifications

- Valid Class 2 Alberta Driver's Licence.
  - Acceptable Driver's Abstract in accordance with Town Policy.
  - Satisfactory Criminal Record Check and Vulnerable Sector Check.
  - CPR and First Aid Certification (must be obtained within one (1) month of hire and maintained).
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##### Working Conditions

- May be required to work overtime based on operational needs.
  - Prolonged periods of sitting while operating the vehicle.
  - Frequent entering and exiting of the vehicle throughout the shift, including climbing steps, bending, and assisting passengers, requiring a high level of mobility, balance, and physical agility.
  - Exposure to varying and potentially adverse weather conditions (e.g., extreme cold, heat, snow, and ice).
  - Operation in challenging driving conditions.
  - Ability to lift up to 50 lbs occasionally.
  - Ability to assist passengers with mobility needs, including wheelchair support and securement.
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#### **SIGNATURES**

I have read and understand the contents contained within this job description. The Spirit Centre Supervisor has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Community Assistance Bus Driver. This description will form the basis for my classification level and the basis for my performance evaluation.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_