

**SOUTH ESSEX COMMUNITY COUNCIL**  
**POSITION DESCRIPTION**  
**Internal/External**  
**Job Posting Number – 2024-18**

**POSITION:** Transit Driver-Permanent Part-Time (2 positions)

**POSTION SUMMARY:** Under the direction of CHSS Department Coordinator the Transit Driver will assume the following duties and responsibilities:

- Safely operate an accessible transit vehicle in the surrounding South Essex area.
- Be physically able to meet the demands of the job, which can include assisting clients on and off the bus, pushing wheel chairs and some lifting.
- Ensure that transit vehicles and equipment are in good working order.
- Perform daily safety checks of vehicles.
- Clean interior and exterior of vehicles and maintain adequate on-board supplies.
- Provide courteous, efficient and reliable transportation, and represent SECC in a positive and courteous manner at all times.
- Maintain client satisfaction and consult with the Department Coordinator regarding any and all complaints regarding services, staff or volunteers.
- Collect payments and complete relevant paperwork.
- Assist with scheduling and dispatch if required.
- Other duties as required.

**QUALIFICATIONS:**

- Excellent driving record.
- Must submit a current Driver's Abstract.
- Must possess a valid Class "B, C or F" Ontario Driver's License.
- Vulnerable Sector Police Background check required
- Must have a comprehensive knowledge of the streets of Windsor and Essex County especially the Municipalities of Leamington, Kingsville and Wheatley.
- Must possess the ability and interest in working with the elderly, adults with disabilities, and Newcomers to Canada/Temporary Foreign Workers
- Follow all Ministry of Transportation Laws, rules and regulations, as well as SECC's policy including Safe Driving
- Must be available to work flexible hours and may have to work some weekends and/or holidays.

**SALARY AND HOURS:**

- 0 to 23 hours per week
- \$24.14/hr, Salary in accordance with CUPE 4523 Collective Agreement
- **Must be available evenings and weekends (Saturday & Sunday)**

**EXPECTATIONS**

- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Work as part of a team; contribute to the smooth operations of the program
- Keep accurate and up-to-date program records
- Communicate effectively and in a timely manner with clients and front-line staff
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

**INTERNAL/EXTERNAL POSTING**  
**WITHOUT PREDJUDICE**

Please submit resumes by 4:30 p.m. on  
Wednesday, May 1, 2024  
Jennifer Moore  
Manager, Human Resources

**PLEASE NOTE:**

*Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.*

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources