

# CITY OF HAMILTON

## HEALTHY & SAFE COMMUNITIES DEPARTMENT (HEALTHY FAMILIES – COMMUNITY DENTAL SERVICES – LOCATION – 110 KING ST. W.)

### COMMUNITY HEALTH BUS DRIVER - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Supervisor, Dental Services. Operate the Dental Health Bus safely and efficiently. Drive bus to designated location(s). Set up bus at designated location in a safe manner for Dental Health Programs.

#### GENERAL DUTIES

Drive vehicle; load and unload supplies.

Set up bus at designated location(s) in a safe manner for the delivery of Dental Health Programs.

Operate vehicle on time, in a safe and proper manner including during adverse road and weather conditions.

Maintain awareness of manual of operating instructions, Highway Traffic Act and Public Vehicles Act.

Perform cursory vehicle inspections. Monitor vehicle performance, report any irregularities to Supervisor.

Complete appropriate reports, i.e. accident reports.

Report other information and problems to Supervisor, such as weather and road conditions.

Ensure possession of adequate supplies prior to shift.

Must be punctual and maintain a neat appearance.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

#### QUALIFICATIONS

1. Previous driving experience normally acquired through a combination of education and relevant experience.
2. Demonstrated ability to read and understand written and verbal instructions for the operation of simple equipment.
3. Demonstrated ability to conduct vehicle inspections and to operate bus in a safe manner.
4. Knowledge of Highway Traffic Act and Public Vehicles Act.
5. Possess a point free driving record for three years previous to the application and at the time of hire and a valid driver's license, Class "DZ" minimum requirement. A copy of a recent driver abstract (obtained within past 2 months) must be filed with the application form.
6. General knowledge of diesel engines, natural gas and safety measures.
7. Physical ability to load and unload supplies.
8. Satisfactory references (at least 2) attesting to attendance, quality of work, punctuality and social interaction skills.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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