



JOB POSTING

Mobility Vehicle Driver (part time)

JOB TITLE: Mobility Vehicle Driver
REPORTS TO: Transportation Supervisor

SUMMARY:

As a frontline staff position the Mobility Vehicle Driver is responsible for meeting, boarding and assisting clients in and out of agency vehicles at their pick up location and safely, comfortably and reliably transporting them as directed by EasyRide to their destination at medical appointments, adult day programs, for shopping, errands and social purposes. Responsibilities also include ensuring the safety of the vehicle, equipment and client while boarding, transporting and unloading clients.

RESPONSIBILITIES:

1. Responsible for accessing and receiving Driver Manifests and other pertinent information via vehicle Blackberry, secure email, fax and/or agency voicemail. Accurately record required information throughout shift.
2. Be reliable and arrive on time for scheduled shifts, and for assigned trips.
3. Observe general dress code including at least one article of agency clothing (i.e. shirt, hat, and jacket) as well as appropriate agency identification badge.
4. Perform a Daily Vehicle Inspection according to agency specifications prior to starting shift. Follow procedures for reporting and identifying problem areas regarding vehicle, lift and/or restraints.
5. Be familiar with the use of Blackberry device located in each vehicle (including accessing voicemail, email etc.) and ensure all messages retrieved and acted upon.
6. Be available via vehicle Blackberry during entire shift for any changes/additions in assignment.
7. Drive agency vehicle, using defensive and safe driving techniques, to make required pick-ups and drop-offs of clients. Comply with all safe driving and road regulations according to the Ontario Ministry of Transportation
8. Follow Mobile Application/manifest and instructions contained therein.
9. Assist clients in door-to-door service and offer assistance to all clients at both pick up and drop off as required. Ensure client safety embarking and disembarking from vehicle and from vehicle into destination. Assist client with carrying groceries, walker etc. as required.
10. Ensure all clients' assistive devices and/or mobility aids are restrained and secure within the vehicle.
11. Notify EasyRide office of any variances to client drive assignment (i.e. client requests to be taken to different destination, client not home, client needs additional services)
12. Notify EasyRide office of any delays or changes to scheduled trips.
13. Ensure client has appropriate number to call for their return trip if necessary. Distribute business cards and/or after-hours cards as needed. Contact EasyRide if arrangements need to be changed.
14. Maintain and submit accurate and complete manifests and other paperwork as directed.
15. Ensure the vehicle is cleaned and well maintained and ensure that all equipment is cleaned and sanitized as directed.
16. Maintain gas card and petty cash requirements and record usage.
17. Immediately report any client concerns, injuries, collisions or property damage to supervisor. Complete required reports.
18. Follow outlined procedures in case of vehicle breakdown, accident, client incident or emergency.
19. Work in compliance with regulations set out by ONE CARE Policies & Procedures
20. Ensure procedures are followed for managing confidential information regarding all staff, volunteers and clients.
21. Attend meetings and training as required.
22. Complete required Leave Request forms and notify Supervisor if not able to fulfill shift requirements.
23. Work as a team member with other drivers and office staff.
24. Refer all client inquiries, comments billing questions and concerns to ONE CARE office
25. Maintains current knowledge of the health and safety program and safe working procedures. Ensures compliance with all internal and external health and safety standards.
26. Accountable for being knowledgeable of all policies and procedures related to their employment and functions.
27. Perform other tasks as assigned.

Qualifications:

1. Provide a clear Police and Position of Trust Check.
2. Provide a clean and current Driver's Abstract.
3. Possess and maintain a valid Ontario Driver's License - G or F class as per vehicle requirements
4. Knowledge of safe and defensive driving techniques.
5. Possess in-depth knowledge of the rural area and local urban centres
6. Current certification in CPR Level C (updated annually) and Emergency First Aid (updated every three years).
7. Must be able to work flexible hours including weekends and outside regular hours of operation.
8. Must be able to meet the physical demands required as outlined in the Physical Demands Description for Van Drivers.
9. Must have own transportation to job site.
10. Be able to work with minimal supervision.
11. Must be able to read, write, and speak English
12. Have effective verbal and written communication skills.
13. Ability to communicate with elderly and disabled clients
14. Demonstrated interpersonal and communication skills
15. Excellent time management skills and ability to follow direction and adhere to a schedule
16. Good organizational skills and attention to detail
17. Demonstrated neat appearance and appropriate personal hygiene and clothing

Application deadline: Wednesday October 15th, 2014 – 4 p.m.

Send resumes to:

Melanie Higgins, Transportation Supervisor
mhiggins@onecaresupport.ca

or fax: 519-271-0121 *Only applicants selected for interviews will be contacted*