

ALBERT COLLEGE

JOB DESCRIPTION

TITLE: Transportation Staff

REPORTS TO: Chief Financial Officer

PRIMARY FUNCTION:

To provide safe, courteous, reliable and timely transportation for the staff of Albert College.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. The Driver will, at all times, have the safety and security of the staff in mind and will in no way deliberately do anything to endanger these staff.
2. The driver will perform a daily inspection of the vehicle to ensure that the vehicle is in good working order and maintain a log.
3. The driver is responsible for the application and the enforcement of all safety regulations, i.e. safety belts, evacuation procedure, etc.
4. The driver will communicate with parents and guardians as required.
5. The driver will be responsible for notifying the senior driver or if unavailable, the Facilities and Operations Manager, of the need for maintenance.
6. The driver is responsible for the general care and cleanliness of the vehicle they are assigned (i.e. daily Covid-19 cleaning protocols, garbage picked up and dumped at the end of each run, scheduled washing of the vehicle). The Facilities department will perform a scheduled sanitizing of the bus and the driver is to ensure the bus is empty and prepared for sanitizing.
7. A seating plan, and any adjustments to the plan, is to be communicated with the office.
8. The driver will become familiar with and enforce the school manual pertaining to transportation.

9. An additional Guide has been added due to Covid-19. The driver will read and acknowledge the reading of and adhere to the Protocols included in the Return to Campus Guide for Staff and Students on the Albert College Website.
10. The driver will participate in daily screening as prescribed by both public health regulations and guidelines and any additional parameters, protocols and policies that Albert College puts in place. These are fluid and will be adjusted to reflect the Covid-19 situation to protect both staff and students.
11. The driver will keep all gas receipts and submit on a timely basis.
12. Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect his/herself, certifying and maintaining first aid certification.

WORKING CONDITIONS:

1. This person will be required to travel major highways, city streets and country side roads on a regular basis.
2. This person will be required to drive at night.
3. Sitting for long periods of time will be required.

JOB SPECIFICATION:

Class "E" Drivers License or equivalent