ALBERT COLLEGE

JOB DESCRIPTION

TITLE: Transportation Staff – Casual Call In

REPORTS TO: Chief Financial Officer

PRIMARY FUNCTION:

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. The Driver will, at all times, have the safety and security of the students in mind and will in no way deliberately do anything to endanger these students.

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 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 cleaning protocols, garbage picked up and dumped at the end of each run, scheduled washing of the vehicle).

7. The driver will become familiar with and enforce the school handbook pertaining to transportation.

8. The driver will submit all gas receipts and timesheets weekly.

9. 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.

GENERAL EMPLOYMENT

Complete training and general employment tasks within the assigned time frame. Participate in school-organized professional learning opportunities and actively pursue ongoing development of role-specific skills and industry knowledge.

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. This person will be required to use personal cell phone for communications with the school and time clock purposes.

4. Sitting for long periods of time will be required.

CORE VALUES

Embrace Albert College's Core Values of Individuality, Compassion, Integrity, Diversity and Inclusion, and Optimism. Employ respect, excellence, honesty, customer focus and continuous improvement in all interactions and tasks.

JOB SPECIFICATION:

Class "E" Drivers License or equivalent