



## TOK TRANSIT

**Position:** TRANSIT OPERATOR — SPECIALIZED

**Job Description:** Servicing the elderly and physically challenged people of the Regional Municipality of Wood Buffalo and surrounding area while operating transit vehicles on door to door routes.

In addition to ensuring customers are treated with courtesy dignity, and respect, operators must ensure transit vehicles run safely, efficiently and on time.

**Qualifications:**

- High School diploma or equivalent
- Possess a valid Class 2 or BZ driver's license
- Completed Employment Application form
- Provide a recent Driver Abstract and background check (must meet conditions)
- Allow for a pre-employment and random Drug and Alcohol Test
- Must not have any criminal convictions
- Provide Vulnerable Sector Screening (VSS) from local police department
- Available to work flexible hours and shifts, seven days a week, including weekends and statutory holidays
- Ability to meet physical demands of the job: assisting special needs passengers with mobility devices, using extremity motions such as reaching, gripping, push/pull of steering wheel, twisting and turning of neck, sensory/perceptual demands, along with good concentration, and the ability to properly secure mobility devices, etc.

**Job Responsibilities:**

- Transport passengers safely according to Tok Transit's daily manifest of pick-up and drop-off
- Check footnotes for special needs passengers and provide assistance
- Operate assigned accessible vehicles in a safe manner in high density traffic and in all weather conditions
- Collect proper fares and check the validity of passes
- Provide information and assist passengers in a courteous manner
- Advise the Control Centre of off-schedule, vehicle maintenance issues, and of vehicle or passenger emergencies
- Fill out required accident and/or other reports related to any incidences occurring during the shift
- Provide assistance to passengers with language barriers, accessibility needs

**Tokmakjian Group**

Executive Office • 221 Caldari Road • Concord • Ontario • Canada • L4K 3Z9  
Tel: 905.738.7830 • Fax: 905.669.2958