

CLASSIFICATION GRID: 4

BENCHMARK TITLE: TRANSPORT 3

BENCHMARK NUMBER: 80900

JOB FAMILY: TRANSPORTATION SERVICES

**SCOPE AND LEVEL DEFINITION**

Operates a motor vehicle with a seating capacity of 11 to 25 (including driver), including motor vehicles modified to accommodate wheelchairs, for the purpose of transporting passengers to and from events such as programs, appointments, and outings. Performs routine inspection and maintenance duties on vehicles and related equipment.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Transports passengers to various locations by operating a motor vehicle with a seating capacity of 11 to 25 (including driver), including motor vehicles modified to accommodate wheelchairs.
2. Assists passengers to get in and out of vehicle, including assisting clients in wheelchairs by operating hoists in mobility aid, lift-equipped vehicles. Ensures that passengers and equipment are safely harnessed when vehicle is in operation.
3. Assists passengers during transportation by performing duties such as providing information, ensuring compliance with regulations, and managing problems and emergencies that arise, in accordance with established guidelines.
4. Performs routine inspection and maintenance duties on vehicles and equipment such as securing load, cleaning interior and exterior of vehicle, fueling vehicle, checking belts, lights, and tires, and maintaining fluid levels. Recommends vehicle and equipment repairs as required.
5. Collects fares, issues receipts, and balances cash.
6. Completes and maintains related records and documentation such as log books and statistics.
7. Performs administrative support duties such as answering telephones, booking client trips, altering schedules, and arranging times for picking up and dropping off clients.
8. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Class IV BC Driver's License
- Recent, related experience of two years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to organize work
- Knowledge of basic vehicle maintenance
- Driving knowledge of applicable area