



EXTERNAL JOB OPPORTUNITY

POSITION:	BUS OPERATOR	JOB POSTING #:	2021-0299
POSTING PERIOD:	Wednesday, September 15, 2021 @ 8:30 AM to Tuesday, September 21, 2021 @ 4:30 PM		
DEPARTMENT:	Operations	UNION:	A.T.U. LOCAL 616
LOCATION:	Various	JOB CODE:	616007
POSITION STATUS:	Temporary Full-Time	GRADE/CLASS:	007
# OF POSITIONS:	Up to 25	RATE OF PAY:	\$23.89 - \$31.85 per hour
POSITION #:	N/A	SHIFT WORK REQ'D:	Yes
HOURS OF WORK:	40.00		

DUTIES:

Reporting to the Operations Supervisors, this position will be responsible for operating transit vehicles safely and on time, transport passengers on designated routes according to advertised schedules in a courteous manner and collect proper fares. The Operator is in charge of the bus and is responsible for the safety and comfort of all passengers, the collection of proper cash fares, issuing transfers, checking for valid transfers and monthly passes and the safe operation and care of the bus according to continuous defensive driving practices. Performs "circle check" vehicle inspections, monitors vehicle performance and reports irregularities. Maintains order on the bus. Ensures adequate supplies are available for the public (i.e. transfers, schedules, etc). Transports passengers according to the assigned schedules and routes. Obeys the law as it relates to the Highway Traffic Act, Public Vehicles Act, Interstate Commerce Commission (ICC) Registrations and operates according to the rules of the road as outlined by the Ministry of Transportation-Ontario. Maintains a proper and valid Ontario Driver's Licence-Class B. Interacts with the public in a polite and informative manner, under all circumstances, and responds to inquiries regarding transit services. Fills out reports appropriately (i.e. Incident/Collision, Coach Condition Cards, Charter slips, Tunnel Trip Sheets, Checking Sheets, etc) and advises the Control Room of on-street problems and other operational information (i.e. late running time, accidents, traffic congestion, emergencies, etc.). Aware of operational procedures as posted, guidelines in the Operator handbook, Company Policies and Regulations. Responsible to lift seats to assist passengers. Will perform Corporate Health and Safety duties as outlined in the Canada Labour Code Part II. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must hold and maintain a current valid and lawful Class G driver's licence in accordance with the Highway Traffic Act, for the purposes of operating a Transit Windsor vehicle and provide authorization to obtain a driver's abstract as a condition of employment.
- Must be a minimum of 21 years of age in accordance with MTO Class B licence requirements.
- Must possess a current Canadian passport and be able to enter the United States of America.
- Must be bondable.
- Must have maintained an acceptable job performance record.
- Must successfully complete the Transit Windsor's applicant testing.
- The physical demands analysis associated with this job indicates a sedentary level of work.

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TTY:1-800-855-0511
www.citywindsor.ca



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HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- Applicants who do not have access to a computer must attend the City of Windsor's Human Resources Department, located at 400 City Hall Square East, 4th Floor, Suite 408, to complete a paper copy of the application.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
To apply for this position, click [APPLY NOW](#)

NOTE:

- Only those applicants selected for an interview will be acknowledged.
- Transit Windsor Bus Operators are required to participate in mandatory random drug and alcohol monitoring programs throughout their employment, including pre-employment testing.
- Successful candidates will be required to work a variety of shifts determined by Seniority including: days, evenings, weekends, holidays and split shifts.
- Successful candidates will be required to participate in a 5 week training program where attendance is mandatory.
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.



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