

Job Overview:

The Shuttle Bus Driver reports to the Security/Shuttle Services Manager and is primarily responsible for transporting FM468FN members of various ages to and from their homes on FM468FN in an effective and safe manner. The shuttle driver will be responsible for following established routes and ensuring the established schedule is followed so passengers arrive at their destination on time.

Responsibilities:

- Safely deliver members to and from their homes
- Assist members with boarding and exiting if required
- Adhere to and enforce vehicle safety rules and standards
- Comply with traffic regulations to operate vehicles in a safe and courteous manner
- Resolve any conflicts in a positive, respectful and proactive manner
- Complete vehicle inspections prior to departing for any trip
- Complete vehicle cleanliness inspections post trip, removing any garbage, bringing lost/found items to designated location
- Participate and comply with the FMFN 468 HR and HSE Policies, Standards, Safe Work Practices and Safe Job Procedures
- Adhere to all government regulations
- Read and interpret maps, where and when required
- Report any vehicle malfunctions or repairs needed
- Complete all necessary paperwork as required, such as trip and mileage logs
- Other duties as assigned
- Establish and maintain effective lines of communications with HSE Manager
- Maintain an environment that is sanitary, attractive, and in orderly condition
- Demonstrate and promote company culture, values and management philosophy

Qualifications:

- Valid Class 4 Driver's License
- Minimum 5 years' safe driving experience
- Clean driver's abstract
- Excellent driving skills and habits
- Ability to remain attentive when faced with distractions
- Ability to read and interpret maps
- Ability to communicate effectively in writing and verbal in the English Language
- First Aid/CPR, WHMIS, CSTS, OSSA, H2S ALIVE
- Ability to plan, organize, prioritize, and achieve effective time management.
- Able to work Monday-Thursday 8am-5pm and Friday 8am-12pm and overtime as required
- Clear Criminal Record Check/Vulnerable Sector Check
- Must be comfortable working with members of all ages



Why Apply?

In addition to your Salary/Hourly earnings, we also offer the following:

- We care a lot about your future, and we offer a defined contribution Registered Pension Plan
- A benefits package with Life Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance
- Employee and Family Assistance Program
- An opportunity to work for a harmonious community with a rich culture that builds its economic and social success
- Commitment to accountability, respect for one another, and hard work

HOW TO APPLY:

By e-mail at hr@fmfngroup.com

FM468FN would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted directly.