



## **S** "WORKFORCE LOGISTICS" **ITESERVICES**



### Job Description:

Operate a Site Services Bus transporting passengers on established sites.

### Equipment Operated:

A wide variety of different types of yellow school buses with automatic transmissions.

### Job Duties:

Typical job duties consist of shift work. Much of the work is split shift (3-4 hours in the morning and 3-4 hours late in the afternoon/early evening). Hours of work are generally between the hours of 4:00 a.m.- 9:00 a.m. and 4:00 p.m.- 9:00 p.m. The shift schedules are currently 20 days per month. Due to the nature of the work, shift schedules do not provide flexibility. Each shift consists of:

- ✓ Filling in initial paperwork (5 min)
- ✓ Per trip inspection of assigned bus (15-20 min)
- ✓ Driving (approximately 3-4 hours)
- ✓ Refueling the bus as required
- ✓ Post trip inspection and sweeping out the bus (15-30 min)
- ✓ Complete paperwork (5 min)

At the start of each shift the driver is responsible for reporting to work in uniform and ready to work. Drivers must ensure they have received sufficient rest and that they are not ingesting prescription medications that may impair their ability to drive. Additionally drivers must not have consumed alcohol eight hours prior to reporting for duty and must never report for work impaired.

All drivers are expected to have and maintain the appropriate driving license for the equipment they operate. Additionally drivers will be required to keep in contact with dispatch using the two-way radio provided.

### Application, Training and Certification

Prior to any potential driver's application being accepted they must provide the following:

- ✓ Completed Employment Application form
- ✓ Driver Abstract
- ✓ Pre Employment Drug and Alcohol Test (cost covered by Diversified)
- ✓ Background Check (cost covered by Diversified).

Once accepted for employment, new drivers must complete a training and familiarization program that depends on the driver's previous experience and level of skill. Drivers are paid at the onset an initial basic training rate. Upon completion of the entire training program new drivers are certified to drive a route unsupervised at the regular rate.

# **DIVERSIFIED**

Transportation Ltd.

*Driven by Safety*