

**Benchmark Title****PASSENGER VEHICLE DRIVER****Job Summary**

Operates a motor vehicle to transport passengers between designated locations; picks up and drops off passengers.

**Key Duties and Responsibilities**

1. Operates a motor vehicle to transport passengers to and from designated locations.
2. Picks up and drops off passengers at designated locations, assisting them in boarding and disembarking the vehicle as necessary. Operates lifts, such as wheelchair lifts, to board passengers as necessary.
3. Ensures the safety of passengers by performing duties such as informing passengers of and ensuring compliance with safety precautions, ensuring that wheelchairs and child restraints are secured, 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 cleaning and fuelling vehicles, checking fan belts, lights and tires and maintaining fluid levels. Recommends vehicle and equipment repairs as required.
5. Maintains related records in accordance with established procedures and guidelines.
6. Performs other related duties as required.

**Qualifications***Education and Knowledge*

Grade 10, plus valid BC driver's license.

*Training and Experience*

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

# COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

**BENCHMARK TITLE: Passenger Vehicle Driver**

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires completion of Grade 10, plus valid motor vehicle license	1	19
2	Training and Experience – Requires up to 1 years recent related experience	3	75
3	Physical Demands – Occasionally push, pull, lift or carry clients in awkward positions	5	35
4	Concentration – Often observes clients and traffic flows	4	33
5	Independence – Work is guided by specific procedures; responds to clients needs and emergencies in accordance to established guidelines	2	29
6	Judgement –Selects known actions in assisting clients in boarding and disembarking the vehicle and ensuring the safety of clients	2	29
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Work has direct impact on service and on passengers; errors result in work flow disruption such as clients being late for appointments or activities	3	43
9	Communication – Clarifies factual information to settle requests of clients	2	29
10	Care of Individuals – Work involves observing and controlling the movement of clients	3	30
11	Environment/Working Conditions – Pace of work is controlled by set schedules; often faced with multiple demands with very tight time pressures to finish pickups and drop-offs; works in all weather conditions	6	50
<b>Total Points</b>			<b>392</b>