



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị ਜਾਅਇਆ ਨੂੰ Bienvenidos 환영합니다

## South Vancouver Neighbourhood House Transportation Shuttle Driver

**Summary:** South Vancouver Neighbourhood House, a multi-service community agency working in East Vancouver, is hiring a part-time class 4 driver for group shopping trips and social outings under the Better at Home Seniors program. The shuttle transports seniors to a pre-determined destination and home again. We are looking for a reliable, outgoing, charismatic person to drive the 20 seat passenger bus and assist seniors as needed.

**Closing date: March 8th, 2018**

**Start date: March 15th, 2018**

**Terms: Competitive Association of Neighbourhood Houses of BC salary, 12-18 hours per month (Fridays)**

### Key Responsibilities:

- Safely transport senior passengers to pre-determined destination and home again
- Assist passengers as needed with mobility aids and shopping purchases
- Supervise shopping shuttle volunteers during outings
- Collect payment and tickets from passengers
- Fuel vehicle on a regular basis
- Complete daily pre-trip vehicle inspections and report any issues to the program coordinator as needed
- Knowledge and willingness to assist wheelchair riders in embarking and disembarking
- Manage bookings, coordinate pick-ups and plan travel route
- Keep records of mileage, passengers and other necessary documentation
- Assist with managing database through new client entry and reporting service moments
- Provide program coordinator with feedback regarding shuttling outings and ridership
- Promote SVNH services and programs that may improve passengers quality of life and decrease social isolation
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### Qualifications:

- Holds a valid class 4 driver's license
- Acceptable driver's abstract
- Passes a criminal record and vulnerable sector check
- Client centered and person oriented
- Enjoys road maps and logistics
- Ability to make decisions and work independently
- Possesses excellent driving skills and habits
- Experience working with seniors is an asset
- Ability to work in a multicultural setting
- First aid training
- Another language is an asset

Please send covering letter and resume to: [jeannie@southvan.org](mailto:jeannie@southvan.org)

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ANHBC is an equal opportunity employer. Only successful candidates will be contacted for an interview. No calls please. We welcome all applications, however only short-listed applicants will be contacted.

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