



Riverstone Retirement Communities – Oakpark

Position: Bus Driver

Location: Ottawa, ON

Employment Type: Part-Time, 41 hours bi-weekly

Reports to: Activities Director

QUALIFICATIONS:

Education:

- Class F license
- Copy of licensing extract from the Ministry of Transportation, ensuring the driving record is in good standing, with no outstanding violations or infractions

Background:

- Three years or more driving experience, preferably in a senior setting
- Good communication skills, both written and oral

Personal Requirements:

- Work as part of a team
- Cheerful person with empathy and understanding the needs of the elderly
- Capable of adapting to different situations and change
- Patience, tolerance and politeness when responding to residents, visitors, suppliers, etc.

FUNCTIONS:

- Work closely with Recreations Manager and Activity Assistant in planning routes for outings in and outside the city;
- Complete trip inspection report for each outing, and reports to Recreations Manager;
- Performs visual circle check of the vehicle before outing begins, and reports any safety issues before outing, to the Recreations Manager or his/her designate;
- Assists residents on/off the bus in a safe manner;
- Assists Recreations Manager and Activity Assistant in the event of an emergency occurring during outing time;
- Remains with the residents during outing time, assists with outing as needed

To apply please email your resume and references to **Miriam, mdwyer@riverstoneretirement.ca** or call **613-260-7144**