

Kingston Access Bus

Providing Specialized, Non-Emergency, Community Transportation

Kingston Access Bus is operated by Kingston Access Services, a non-profit organization that provides specialized transit services to over 4,000 registered passengers in the City of Kingston. *Please note: Kingston Access Services is not part of Kingston Transit or The City of Kingston.*

Position: Specialized Transit Operators (Part-time)

Hours of Work: As required.

Starting Pay Rate: \$23.01/hr (future increases based on hours worked as per Collective Agreement).

Other Benefits: Eligible to participate in Health plan (50-50 cost split) upon completion of probationary period. Life insurance upon completion of probationary period (100% employer funded). .

Start Date: To be determined. Resumes will be kept on file for a period of 6-months from date of receipt.

To be considered for hire, all driving applicants MUST have the following:

- A valid class “B”, “C”, “E” or “F” license.
 - Please Note: Those with a class A, D, or G license are not licensed to drive our vehicles. Please see the below link for more information on license classifications.
<http://www.mto.gov.on.ca/english/handbook/bus/section1-2-1.shtml>
Those with a class “A” or “D” license can obtain an “F” license through MTO by providing an updated medical and doing a written test (no road test is required). Please contact the Ministry of Transportation for more information.
 - Kingston Access Bus does not provide training towards obtaining the required license, nor pay for applicants to obtain the required license. Kingston Access Bus does not hire conditionally upon obtaining the required license. All applicants in order to be considered must have the required license.
- Clean driving record. Applicants with more than 2 demerit points will not be considered.

- Ability to politely interact in a considerate, professional manner with persons with disabilities, elderly, co-workers, and members of the public at all times. Previous experience working with special needs individuals would be an asset.
- Received two approved vaccinations against covid-19. People are considered fully vaccinated after receiving the full series of a covid-19 vaccine or combination of covid-19 vaccines approved by World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and accepted by the Government of Canada (i.e. Pfizer, Moderna, AstraZeneca, Janssen/Johnson & Johnson); or
 - Provide a medical note from a doctor/physician stating the worker is unable to take the vaccine due to medical issues; or
 - Demonstrate a legitimate disability or creed (commonly referred to as “religion”) in accordance with the *Human Rights Code*.

Note: Employees who are unable to take the vaccine due to medical issues and/or who are being accommodated under the *Human Rights Code* may be required to take additional safety measures as determined by Kingston Access Services.

- Strong knowledge of Kingston (i.e. streets) would be a definite asset.
- Flexible availability (including weekday evenings, and weekends).
- Applicants must be physically capable of pushing/pulling mobility devices such as wheelchairs to/from bus and destination. Must be physically capable of applying mobility device restraints at floor level of bus to mobility device.

Job Responsibilities:

- Responsible for prompt pickup and discharge of all scheduled passengers.
- Adhere to all driving regulations and follow Company safety policies.
- Maintain a high level of courtesy and care while picking up, transporting and assisting all passenger’s door to door.
- Ensure all mobility devices are properly secured for transportation and ensure passengers wear seat belts.
- Accurately and thoroughly complete all required paperwork including pre-trip inspections, and fare collections.
- Communicate with dispatchers to report issues, update schedules and status.

Hours of work:

- Days, weekends, nights. Kingston Access Bus operates from 6am to midnight 7 days/week. Availability for all shifts is an asset.
- Existing part-time employees average 22-24 hours per week (please note: hours are not guaranteed). Most shifts are scheduled 1-2 weeks in advance.
 - Those with a high amount of same-day availability have opportunity for extra hours (e.g. To cover drivers absent due to illness, or when extra shifts are created).

Other Information:

- Full-time positions are only filled from existing part-time driver pool based on seniority. Part-time seniority is based on cumulative hours worked.
- Training is 60-70 hours. All training is paid.
- Drivers abstract required, CPIC, and proof of Covid vaccination required upon hire.

If interested, please send your resume and cover letter via e-mail to:

kingstonaccessjobs@gmail.com

Please provide a valid e-mail address on your resume.

We thank all of those who apply, however, only those selected for further consideration will be contacted. Resumes will be kept on file for 6 months. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. You can request for accommodation related to the protected grounds at any stage of the hiring process, i.e., application, assessment and placement. If you are an individual with a disability and you need accommodation in applying for this position, please email us at kingstonaccessjobs.com. If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Kingston Access Services to ensure that appropriate accommodation is provided to you. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.