



## Job Posting - Internal/External

**Position:** Driver

**Reports to:** Manager, Transportation

**Status:** Contract until March 31, 2021 – 20 hrs per week

**Department:** Quality & Transportation

### **Position Summary:**

Drives and operates a passenger vehicle for the purposes of providing transportation to seniors and adults with disabilities to medical appointments, shopping centres, group and community programs and delivering groceries and meals to community residents. Maintains the general maintenance and care of the vehicle. Supports a culture of client safety as part of ESS key strategic goals and priorities. Identifies client safety risk; supports a just-cause reporting environment for reporting unsafe practices and/or errors; supports staff safety and acts on the safety recommendations.

### **Duties & Responsibilities:**

- Transports clients to appointments and programs, safely assisting clients in and out of vehicles.
- Performs groceries and meals deliveries, either as a driver or assistant role.
- Plans and sets out most efficient route to meet schedule
- Maintains the general maintenance and care of the vehicles and reports any relevant issues to supervisor.
- Adheres to all Infection Prevention and Control policies and procedures, including the cleaning and disinfection of vehicle exterior, interior and any equipment and supplies, the appropriate use and wearing of personal protective equipment and the completion of required training
- Performs inventory checks of supplies and equipment in the vehicle and makes adjustments as required, reporting any errors or omissions.
- Adhere to the policies pertaining to transit emergency situations
- Communicates any concerns and difficulties in relation to clients' care, food deliveries and/or motor vehicle operation to the appropriate Transportation Team Member
- Completes all necessary documentation as required by operational policies and procedures

### **Qualifications**

- Must have 3 or more years driving experience
- Experience driving large passenger vehicles an asset
- Valid "G" driver's license, "F" license preferred but not required
- Safe driving record, Clean Drivers abstract
- Valid First Aid and CPR Certification
- A satisfactory Vulnerable Sector Check within the last 6 months
- Experience working with seniors and adults with disabilities, preferred.
- Ability to communicate effectively in English (written and verbal)
- Ability to manage time & routes for a streamlined transportation and deliveries experience
- Ability to work well independently and as a team
- Familiarity with GPS devices and map applications
- Ability to lift up to 50lbs

### **Please respond with resume and cover letter to:**

ESS Support Services, Hiring Committee  
2245 Lawrence Avenue W., Etobicoke, ON M9P 3W3

**E-mail:** [hiring@esssupportservices.ca](mailto: hiring@esssupportservices.ca)

*\*Posting will be open until filled*



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*We thank all applicants, but advise that only candidates selected for an interview will be contacted.*

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.*

**ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community.**