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**Job Opportunities****Competition # 0121-14**

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**BATC Administration Building  
Vaccination Bus Shuttle Driver  
Casual Term**

**THE POSITION:** The Health Department Shuttle Driver (s) will be responsible to provide transportation to the Health Department on the following:

**DUTIES AND RESPONSIBILITIES:**

- Convey passengers to and from predetermined locations
- Maintain constant communication with the Health Navigator
- Carry out regular check on the shuttle vehicle before and after each day's run
- Carry out repair of minor faults and report major problems, accidents, or damage to the vehicle to the Health Navigator
- Obey all traffic rules and regulations guiding the operation of shuttle services in his/her assigned area. This may include plying the predetermined routes, not going beyond stipulated boundaries
- customer service and communication skill: A shuttle driver needs more than good communication skill. He/she must be able to sustain meaningful conversation with onboard passengers. He/she must be calm and willing to help passengers
- He/she must be able to work in highly demanding environment. Also, he/she must be able to multitask and prioritize effectively while maintaining composure
- A valid commercial driver's license and clean driving history
- Hands-on experience driving shuttles or any kind of vehicle
- A good knowledge of traffic rules and regulations guiding the operation of shuttle drivers in that area is also necessary
- He/she must be willing to work flexible shifts. In addition, he/she must be comfortable staying away from his/her family and relations during weekends and early hours of the evening because these are the busiest times for shuttle drivers

**REPORTING RELATIONSHIPS:** The Health Department Shuttle Driver will report directly to the Health Navigator or Office Manager.

**QUALIFICATIONS:**

The Health Department Shuttle Driver must provide resume, CPIC and relevant experience.

**KNOWLEDGE / SKILLS AND ABILITIES / ATTRIBUTES:**

The Health Department custodian will possess:

- ❖ Willingness to work as a team member with BATC staff;
- ❖ Ability to work in scheduled hours;
- ❖ Must be willing to sign an Oath of Employment and abide by a Code of Ethics
- Ability to manage time well, multitask, prioritize work
- Valid Drivers license
- **MUST PROVIDE CPIC**

**Closing Date: December 2<sup>nd</sup>, 2021 by 4:30 pm – Please Quote Competition # 0121-14**

**Please submit Resume, Cover Letter and CPIC to:**

**Human Resources  
Battlefords Agency Tribal Chiefs  
1282 101st Street  
North Battleford, SK S9A 0Z8**

**Phone: 306-446-1400**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)**