

## SOUTH ESSEX COMMUNITY COUNCIL

### POSITION DESCRIPTION

#### Internal/External Posting

Job Posting Number – 2026-05

**POSITION:** Community Home Support Services Transit Driver-Permanent Part-Time

**POSTION SUMMARY:** The Community Home Support Services Transit Driver is responsible for the safe and courteous transportation of clients throughout Windsor and Essex County. Under the direction of the CHSS Department Coordinator, the Transit Driver ensures reliable service delivery while maintaining the highest standards of safety, professionalism, and client care.

#### Key Responsibilities

- Safely operate a wheelchair-accessible transit vehicle throughout South Essex and surrounding areas
- Assist clients on and off the vehicle, including securing mobility devices and providing physical assistance as required
- Perform daily circle checks and safety inspections in accordance with Ministry of Transportation regulations and SECC Safe Driving policies
- Ensure vehicles and related equipment are maintained in good working order
- Clean and sanitize the interior and exterior of vehicles; maintain adequate on-board supplies
- Provide courteous, respectful, and professional service at all times, representing SECC positively within the community
- Monitor client satisfaction and report concerns, complaints, or incidents promptly to the Program Leader
- Collect fares/payments and complete required documentation accurately and in a timely manner
- Assist with scheduling and dispatch duties as required
- Maintain accurate program records
- Support special events and other program activities as needed
- Perform other duties as assigned

#### QUALIFICATIONS:

- Valid Ontario Class B, C, or F Driver's Licence
- Minimum three (3) years' experience operating a bus; Letter of Experience required
- Current Driver's Abstract demonstrating an excellent driving record
- Comprehensive knowledge of Windsor and Essex County roadways, particularly Leamington, Kingsville, and Wheatley
- Ability to meet the physical demands of the role, including assisting clients, pushing wheelchairs, and lifting
- Demonstrated experience working with seniors and adults with disabilities
- Knowledge of and adherence to Ministry of Transportation laws and regulations, as well as SECC's Safe Driving Policy
- Successful completion of a Vulnerable Sector Police Record Check
- Availability to work flexible hours, including evenings, weekends, holidays, and special events as scheduled

#### SALARY AND HOURS:

- 0-23 hours per week. **Drivers must be available to work evening and weekend shifts as scheduled.**
- \$25.22/hr, Salary in accordance with CUPE 4523 Collective Agreement

#### EXPECTATIONS

- Demonstrates professionalism, courtesy, and compassion in all interactions
- Works collaboratively as part of a team to ensure smooth program operations
- Communicates effectively and in a timely manner with clients, coworkers, and community partners
- Maintains confidentiality and accurate documentation
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

**INTERNAL/EXTERNAL POSTING  
WITHOUT PREDJUDICE**

Please submit resumes by 4:30 p.m. on  
Friday, March 20, 2026 to:  
Jennifer Moore  
hr@secc.on.ca  
Manager, Human Resources

**PLEASE NOTE:**

*Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.*

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of all sexual orientations or gender identities.
- Accommodation is available upon request for candidates participating in any stage of the recruitment process. Please advise the Manager of Human Resources if you require accommodation.
- **Artificial Intelligence (AI) Use in Recruitment**  
South Essex Community Council (SECC) utilizes recruitment platforms, including Indeed.ca, which may incorporate artificial intelligence (AI) features. SECC may also use AI tools to assist with certain administrative aspects of the recruitment process, such as drafting job postings or developing interview questions. However, AI is not used by SECC to screen, filter, rank, or select candidates. All hiring decisions are made by SECC staff based on established hiring practices and human review.