

**East Richmond Community Association  
Job Posting - Community Bus Driver**



Applications are being accepted for a Community Bus Driver who would be responsible for safely transporting members of the general public, staff and volunteers in community buses (maximum 22 passengers) to various locations in Richmond and the surrounding area.

**Duties and Responsibilities**

Customer Service/Communication

- Transporting passengers safely to and from various locations in the City of Richmond and surrounding area including; North Vancouver, West Vancouver and Port Coquitlam.
- Driving in a professional and courteous manner that ensures the comfort of all passengers on board the bus at all times.
- Performing duties efficiently and safely in accordance with the Motor Vehicle Act of the Province of British Columbia, regulations and municipal bylaws, as well as policies and procedures as required by the City of Richmond.
- Conducting and documenting pre and post-trip vehicle safety inspections.
- Assisting passengers into and out of vehicles as necessary, including passengers using wheelchairs and other mobility devices.
- Post-trip refueling and light cleaning of vehicles as required
- Immediately report incidences, accidents or concerns to the Fleet Training Officer and/or Community Leisure Transportation Coordinator.
- Completing Driver's Log post-trip to record distance travelled and passenger count.

**Required Qualifications**

- A valid, unrestricted Class 4, 2 or 1 BC Driver's Licence (an evaluation by the City of Richmond Fleet Training Officer will be required) and experience operating a bus, truck or similar vehicle.
- Previous experience working with the public.
- Must meet the medical standards of commercial driver conditions as set out in regulation 37 of the Motor Vehicle Act.
- A driver's abstract and claims history which demonstrates a history of safe, reliable legal driving.
- Standard or Emergency First Aid Training & CPR.
- Police Information Check

**Desired Qualifications**

- Knowledgeable of the major roadways and routes in Richmond and surrounding area.
- Experience working with people with disabilities, children, youth and seniors.
- Second language

**Hours of Work and Wages**

- July 14-17 – 9:30am-3:30pm
- July 23<sup>rd</sup> – 11:00am-3:00pm
- Aug 11-14 – 9:30am-3:30pm
- Aug 6<sup>th</sup> – 11:00am – 3:00pm
- Aug 18-20 – 9:30am-3:30pm
- \$22.89-\$25.77 an hour

**How to Apply**

Applicant should submit a detailed resume with optional cover letter that reflects their knowledge, skills and abilities relevant to the position.

East Richmond Community Association  
c/o Em Lee, Youth Development Coordinator

E-mail: [elee5@richmond.ca](mailto:elee5@richmond.ca)

**Send cover letter and resume to:**

Cambie Community Association Em Lee, Youth Development Coordinator  
12800 Cambie Road, Richmond, BC V6V 0A9 Email: [elee5@richmond.ca](mailto:elee5@richmond.ca)

**Deadline for submission: Friday June 27<sup>th</sup>, 2025**

Only successful applicants will be contacted. Thank you to all applicants in advance for their interest.