



Provincial Job Description

TITLE:
(075) Vehicle Operator

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides transportation and associated services for the health region/facility/department.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills, where required by the job**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**
 - ◆ **Class 4 drivers license, where required by the job**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Driving

- ◆ Drives clients/patients/residents to appointments or activities.
- ◆ Transports supplies to other facilities (e.g., laundry, food items, pharmaceuticals, mail, laboratory samples).

B. Shipping/Receiving/Distributing

- ◆ Receives goods.
- ◆ Loads and unloads truck/van/bus.
- ◆ Delivers supplies throughout facility.
- ◆ Cleans and stocks shelves.

C. Related Key Work Activities

- ◆ Performs daily vehicle safety checks.
- ◆ Maintains van/truck (e.g., washing interior/exterior, arranging for service).
- ◆ Maps transport routes.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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