

# STOKE SHUTTLE DRIVER

## Reports to - Dispatch

### Job Purpose

The Stoke Shuttle provides daily transfers between Kelowna Airport and Revelstoke, along with Private Transfers anywhere in BC and Alberta. Drivers are needed to check and ensure that the vehicles conform to all BC Passenger Transportation safety standards and regulations, to transport guests to and from the aforementioned locations, and to guarantee cleanliness and professionalism for the company. Drivers will also act as an ambassador for Revelstoke and ensure the highest levels of customer service.

### Duties & Responsibilities

- Full Vehicle Pre-Trip inspection, at the start of shift.
- Fill out all necessary paperwork for Pre-Trip.
- Pick up passengers from Hotels, Motels and Hostels in Revelstoke.
- Drive to and from Kelowna Airport.
- Drop off and Pick up guests at Kelowna Airport.
- Answer any guest's question to the best of your ability.
- Address and clean any passenger's accidents and spills in a timely fashion.
- Monitor and ensure guest satisfaction.
- Drop off guests at Hotels, Motels and Hostels in Revelstoke.
- Refuel the vehicle. Obtain gas receipt and attach to trip sheet.
- Full clean of the vehicle, inside and out, as part of your post trip duties.
- Return Vehicle to lot.
- Complete necessary paperwork and Post-Trip Inspection.
- Return keys in designated location.
- Ensure gas card remains in secure designated location.
- Notify Dispatcher and/or Head of Maintenance of any mechanical issues that require immediate attention.

### Working Conditions

- Shifts are 6.5 – 9 hours long.
- Shifts generally range between 4:30am-1:30am, but overnight trips can occur.
- Drivers are required to dress professionally and wear proper work shoes.
- Jackets will be provided as uniforms.
- Drivers are paid on a bi-weekly basis including a 4% Vacation Pay, via cheque or direct deposit.
- Training will be provided to all employees.
- Drivers must have a cell phone in case of emergencies or last minute changes.
- Drivers start on \$18 per hour for the first year.

### Requirements

This job can be physically demanding and includes but is not limited to the following:

- Drivers are required to handle basic maintenance. Including, but not limited to the top up of fluids.
- Drivers are required to complete full pre and post trip inspections.
- Drivers are required to do a thorough cleaning of the vehicles.
- Drivers are required to clear snow, and ensure no ice has built up on the vehicles, with the use of salt.

A Commercial Passenger Driver's License with a minimum of 2 years experience is mandatory along with previous winter driving experience and a full background check, attainable online, along with a N type driver's abstract are to be provided by all applicants.