

Community Access Passenger Driver

About us

For more than 50 years, Accredited Supports to the Community (ASC), a not-for-profit charitable society, has been providing services across south central Alberta. We serve over 1500 people a year including children, youth, and adults diagnosed with disabilities; families, and seniors Olds, Airdrie, Strathmore and surrounding areas. We believe in honour, dignity and respect!

Position Description

Do you enjoy driving and also want to support members of our community? ASC is seeking friendly, reliable, and supportive Community Access Passenger Drivers to join our team! This is not just a driving job, it's a chance to make real connections and a meaningful impact every single day.

Hours for this position are flexible, and may include days, evenings, and weekends based on client needs and with the potential to work up to full time hours.

Key Responsibilities

- Safely operate passenger buses to transport individuals diagnosed with disabilities to community events, medical appointments, and daily activities in the Mountain View County area, as well as to Calgary or other major centres;
- Provide hands-on support to clients during transit, ensuring their comfort and safety throughout the journey;
- Assist with boarding and exiting the vehicle, including proper use of lifts and mobility aids;
- Secure passengers and equipment using Q'Straint systems and ensure all cargo is safely stowed;
- Encourage individuals to participate in everyday activities while supporting their independence;
- Respond to the needs of clients with care and attention, providing support when necessary;
- Coordinate locations and timelines to develop an effective schedule while ensuring safe and timely arrival to events and appointments
- Maintain the buses including fueling, cleaning, stocking supplies, and driving to scheduled repairs and maintenance;

- Follow all related policy to stay in compliance with Transportation Legislation (daily trip inspections, daily logbook, and completing reports).

Education and Requirements

- Safe and confident driver with a class 1, 2, or 4 license or equivalent and have a minimum of 3 years as a licensed driver (any class);
- Must be over 22 years of age for insurance purposes;
- Current clean commercial driver's abstract and safe driving skills;
- Current and clear Vulnerable Sector Criminal Records Check;
- Previous experience with driving passenger vehicles is an asset;
- Experience supporting individuals diagnosed with disabilities is an asset.

Why Join ASC?

- Competitive wage range of \$19.26 to \$20.33/ hour based on education and experience;
- Flexible schedules with part time to full time hours;
- Customizable Extended Health Benefit program for full time employees;
- Employer paid Employee Family Assistance Program;
- Employer paid professional development programming and support;
- Opportunities to grow and advance in a rewarding career!

The successful candidate will work in our head office, located in Olds, Alberta. Please send your resume and cover letter to hr@accreditedsupports.org. We thank you for your interest.