



UNION JOB DESCRIPTION

JD6149

JOB TITLE:	Driver I - Courier Services	JOB DESCRIPTION NO.:	6149
CLASSIFICATION:	Transportation Attendant I	GRID/PAY LEVEL:	F 10
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	19001
UNION:	HEU	JOB/CLASS CODE:	40265
PROGRAM/DEPARTMENT:	Operations & Support Services; Materiel Management	BENCHMARKS (If Applicable):	19001
REPORTING TO:	Transportation Supervisor		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Gorge Road Hospital; Cowichan District Hospital; Nanaimo Regional General Hospital; West Coast General Hospital; North Island Hospital, Comox Valley Campus; North Island Hospital, Campbell River District; Port McNeill Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reports to the Transport Supervisor. Responsible for the operation, loading, and unloading of a cargo van (all styles), light truck (1Ton or Ton Cube), or trailer, to pick up, transport, and drop off Pharmaceuticals, PHSA Stores, garbage, linen, ward supplies, office furnishings, recyclable materials, food products, laboratory specimens, bio-hazardous material, information material, and other items according to defined schedules or dispatched instructions.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Operates various types and styles of vans and single axle trucks in accordance with the Motor Vehicle Act, complying with all laws and regulations, in the delivery and collection of items to and from delivery locations within Island Health and externally as directed by written, verbal or electronic instructions.
2. Operates various types and styles of vans and single axle trucks in the collection and delivery of items such as clean linen, soiled laundry, furnishings, perishable and non-perishable provisions, meals, prepared food products, general stores items, mail, confidential health related records, finance, laboratory specimens, pharmaceuticals and bio-hazardous materials from various sites to predetermined destinations. Maintains records in accordance with Transport Canada regulations.
3. Operates a mobile device to perform courier tracking duties, fill out and submit pre/post trip inspection applications, receive instruction, relay information, and transmit requests to and from the Transport Supervisor.
4. Performs pre and post trip inspection and maintains vehicle logs for assigned vehicles, in compliance with National Safety Council regulations, and submits reports to the Transport Supervisor. Reports all vehicle accidents, injuries, and maintenance concerns to supervisor.
5. Maintains a clean, fueled vehicle, cleaning and washing the exterior and interior of assigned vehicles as required.
6. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

- Grade 10 or an equivalent combination of education, training, and experience
- Valid Class 5 BC Driver's License.

Skills And Abilities

- Ability to operate related equipment.
- Ability to deal with others effectively.
- Ability to organize work.
- Ability to communicate effectively both verbally and in writing.
- Physical ability to carry out the duties of the position.