

Fleet Safety Efficiency Trainer (Casual)

Service Area:	Public Services
Department:	Operations
Division:	Fleet Services
Work Location:	Guelph Transit, 170 Watson Road S
Work Mode:	In Person
Job Type and Duration:	Casual, Part time Vacancy
Position Availability:	1 vacant position; A pool of candidates may be established through this posting for future vacancies
Salary Range:	\$42.60 per hour
Affiliation:	Non-Union
Posting Period:	March 3, 2026 to March 17, 2026 11:59 p.m.

Why Join the City of Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Resumes are being accepted for the casual position of Fleet Safety Efficiency Trainer within the Operations Department. The successful candidate will be instrumental in providing fleet

safety guidance, assistance, and advice to all levels of municipal staff through developing, implementing, promoting, and auditing safe vehicle and equipment practices and programs.

Guided by the goals and objectives of the City of Guelph Corporate Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

Key duties and responsibilities

- Develop, implement, promote, and evaluate safe vehicle and equipment work practices and programs for city staff across the organization.
- Manage the Corporation's Commercial Vehicle Operator Record (CVOR) including monitoring the safety violation rating and completing the annual renewal process.
- Administer the Corporation's Commercial Motor Vehicle Safety Program and related duties including Driver Qualification files, Hours of Service Records, Vehicle Inspection Reports, and associated training courses.
- Evaluate vehicles/equipment and operators in the field to ensure safe operation and to prevent damage; provide feedback and recommendations regarding remedial training to management as required.
- Oversee and deliver "Behind -the-Wheel" training, classroom training for new hired bus operators, maintenance workers and inspectors.
- Identify training needs and design training programs aligned with fleet user requirements.
- Provide equipment training to all City staff for Forklift, Truck Mounted Aerial Device, Front End Loader, Mobile Boom Cranes, Winter Control Equipment (single/tandem axle trucks with plow and wing, sidewalk municipal tractors and tractor plows) and other related equipment/vehicles.
- Provide Defensive Driving training for all City drivers of both CVOR and Non-CVOR vehicles.
- Monitor employees' driver licence abstracts to ensure compliance with Ministry of Transportation (MTO) requirements and make recommendations for corrective action.
- Conduct driver evaluations, ride and trail checks, driver license upgrades and renewals.
- Provide fuel efficiency training for all City employees.
- Assist in the development and implementation of corporate policies, procedures and programs related to Fleet.
- Manage the corporation's MTO vehicle collision register and analyze and report collision trends.
- Attend accident investigations as needed and assist in post collision inquiries.
- Submit completed driver training records to track and document fleet equipment training.
- Perform other related duties as assigned.

Qualifications and requirements

- A minimum grade 12 diploma or equivalent.
- Considerable training and experience working as a Fleet Driver/Operator Trainer.
- **Must be certified in the following:**
 - ❖ DZ or BZ driver's with a clean driving record or ability to obtain BZ license within a specified timeframe.
 - ❖ A valid Defensive Driving (DDC) certificate
 - ❖ Certified Fleet Driver Trainer, which includes an Air Brake Instructor's certificate
 - ❖ Train the Trainer Certificate in Forklift and Truck Mounted Aerial Devices or be willing to

obtain within a specified timeframe

- ❖ PRIDE Certification or be willing to obtain within a specified timeframe
- ❖ Certification for Traffic Protection/Book 7 Train the Trainer or be willing to obtain within a specified timeframe
- Must be eligible to apply to become a MTO Signing Authority.
- Experience in conducting self-audits based on compliance with MTO requirements.
- Familiarity and experience with adult learning principles and techniques.
- Experience in vehicle accident investigation.
- Demonstrated knowledge of the Highway Traffic Act and Occupational Health & Safety Act.
- Communicate effectively with staff, management, contractors and the general public.
- Excellent facilitation skills.
- Ability to safely operate most fleet vehicles and equipment.
- Ability to write thorough and clear recommendations and reports.
- Ability to work with sensitive and confidential information.
- Able to travel frequently to various work sites.
- Intermediate computer skills in MS Office (e.g. Word, Excel, PowerPoint, Outlook).

Hours of work

Up to 35 hours per week, Monday to Friday between the hours of 6:00am and 6:00pm.
Flexibility is a requirement based operational needs outside of these hours.

How to apply

Qualified applicants are invited to apply using our **online** application system by **March 17, 2026**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

Commitment to Diversity & Accessibility

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Privacy Notice

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.