**UPEI Student Union**

**Job Description**

Job Title: Panther Patrol Driver

Reports to: Vice President Finance & Administration

Work Location: The Wave, WA Murphy Student Centre

Start Date: September 2019

Compensation: $13 to $14.50 per hour

Job Type: Contract

Background:

The UPEI Student Union (UPEISU) represents over 4100 students studying through UPEI. The UPEISU is a not-for-profit organization that advocates for students through campaigns and lobbying. They also provide services and programming for its members.

The Panther Patrol is a student-run free drive-home-service offered by the UPEI SU since 2019 and will operate during the Fall and Winter semesters. The Panther Patrol van will leave from the W.A. Murphy Student Centre, and helps to ensure UPEI students have a safe way home. The service will also be used for grocery store runs and airport pickups to name a few examples. This is part of UPEI SU’s efforts to actively foster a safe supportive environment on campus.

The Panther Patrol Driver is responsible for the operation of the services on a daily basis.

* Ensure the cleanliness of the Panther Patrol vehicle as well as sufficient levels of gas and other essentials (windshield fluid, etc.) on a day-to-day basis.
* Drive students to and from destinations as requested based on the service of the day.
* Hours will vary depending on the service that will be provided that day.
* Available Morning, Afternoons, Evening and Late Nights

Qualifications & Skills:

* Must have a valid, current PEI driver’s license (Class 5) and must have held a valid Class 4 driver’s license (or equivalent) for a minimum of one year.
* Ability to manage time, takes initiative, and work independently.
* Understand the importance of safety, both in terms of safe driving and safety on campus.
* Must have excellent oral communication skills.
* Must provide a Drivers Abstract from Motor Vehicle
* Criminal Record check required
* Must be professional and responsible

Experience:

* commercial driving: 1 year (Preferred)

Licence:

* Class 4 Drivers Licence (Required)
* Driver's License (Required)