



## UPEI Student Union Job Description

Job Title:	Panther Patrol Driver
Reports to:	VP Finance & Administration
Position Type:	Permanent Seasonal Employee
Start Date:	Last week of August to the end of April
Rate of Pay:	\$17.00 per hour
Hours:	30 hours per week Days, evenings and occasional weekends

### Organization Overview

Founded in 1969, the UPEI Student Union is the oldest incorporated student organization at the University of Prince Edward Island. With over 5,000 members, the UPEISU provides a range of services, including health and dental plans, funding, event programming, a campus pub and more. The UPEISU is unique in that it is the primary student advocacy organization on PEI; in other provinces, this responsibility is managed by a dedicated provincial advocacy group.

The Fox & Crow is the campus pub and café for students, staff, faculty and visitors to the UPEI campus. The Fox & Crow is open all day to provide a place for everyone to eat, drink, relax and hang out while on campus. The pub also plays host to several events throughout the year for students, clubs and campus departments.

### Position Purpose

The Panther Patrol is a student-run free drive-home-service offered by the UPEI SU since 2019 and operates 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, pharmacy run, and safe rides home from the campus pub 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. Reporting to the VP Finance this position is responsible for the following:

### Job Responsibility

- 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. Which could include grocery store, pharmacy, doctors appointments and drives home from pub events.
- Maintain documentation for vehicle log
- Ensure Panther Patrol follows government regulations including registration and inspection.

### Additional

- Other duties as required

## **Job Specifications**

- 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

## **Education**

- Minimum High school diploma

## **Work Schedule**

- Last week of August to the end of April

## **Benefits**

- Health & Dental Benefits available

Deadline for application is **4:00 pm on August 12<sup>th</sup>, 2022**. To express interest in this role, please direct your cover letter, resume and class schedule in confidence to:

UPEI Student Union Hiring Committee via email: [hiring@upeisu.ca](mailto: hiring@upeisu.ca) or in person at the Student Union office.

*Only applicants that have completed the application requirement will be considered for the position. Only those selected for an interview will be contacted.*