



## **JOB POSTING – VAN DRIVER**

**Specifications:** An understanding of the Friendship Centre’s mandate. A good knowledge of Aboriginal culture and traditions. A person who will be an excellent role model. Must possess a valid non-restricted Class Four Driver’s License. Maintain a Level 1 First Aid Certificate. Awareness of infant, toddler and child restraints. Is able to show a respectful attitude, has good communication skills, excellent time management and basic counselling skills would be an asset. A criminal record check is required upon employment.

**Job Summary:** The van driver will be supervised by the Management Team and is responsible to Tillicum Lelum Aboriginal Friendship Centre. The driver will provide transportation service to the participants of Building Better Babies, Creating Healthy Families and various other programs.

The van driver must conduct themselves at their best behaviour, being a positive role model to the participants and the community.

### **Duties:**

- The van driver will provide a safe and reliable transportation service to the participants that attend Tillicum Lelums’ programs
- The person will follow Tillicum’s staff policies, van guidelines and the cell phone guidelines
- The driver will provide other transportation service requested and approved by program co-ordinators, managers and the Executive Director
- Take full responsibility, enforce the road regulations such as seat belts and other safety regulations set out by the Class Four specifications
- Maintain regular pre-road trip inspections and report any repairs to the Office Manager
- Make sure that a cell phone is in the van when transporting clients
- Assist Elders and the participants as necessary with infants, help the parents with their children’s equipment in and out of the van
- Report any disclosures or concerns of child abuse to the Management Team and the Coordinator of the program offering the transportation service
- The van driver is responsible to record mileage in the Kms Log, complete incident reports and accident reports as needed

- The van driver also monitors the maintenance of the van, submits work requests to be approved by the Executive Director.
- The van driver is responsible for cleaning the van inside and out as required