

POSITION AVAILABLE **COLLEGE DRIVER(S)** **PART-TIME**

In 1974, Pearson College was founded as Lester B. Pearson United World College (UWC) of the Pacific. Pearson College UWC is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world selected solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently attend from nearly 160 countries. The College campus, located on the traditional territory of the Beecher Bay (Scia'New) First Nation, is situated on the southernmost tip of Vancouver Island, British Columbia, along the shores of Pacific Ocean at Pedder Bay. The College is one of 18 UWC schools worldwide.
(pearsoncollege.ca)

Pearson College UWC is recruiting for an outstanding College Driver to join our Operations team.

Reporting to: Chief Coordinating Officer – Operations and Facilities Management

Position Summary:

The College is seeking part-time driver(s) to support shuttle bus and other College vehicle driving services for student and employee transportation. A roster of drivers will be assigned to conduct scheduled transportation runs during the week and on weekends throughout the College academic terms from September to end of May.

Main Responsibilities:

- Provide safe, courteous, professional driving services to the College, including operation of shuttle buses (13, 14 and 24-passenger), passenger van, sedan and, on occasion, other utility vehicles
- Conduct passenger vehicle pre- and post-trip inspections and cleaning routines
- Work closely with College Maintenance Technicians and Schedulers to deconflict bookings and maximize fleet performance
- Work with Maintenance Technicians to schedule routine maintenance and repair mechanical issues in accordance with the National Safety Code (NSC) and Carrier Safety Guide (BC)
- Keep accurate records and vehicle logs for all transportation service events

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: info@pearsoncollege.ca www.pearsoncollege.ca

Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

- Address any real-time issues that may arise with Pearson's fleet vehicles throughout the day

Qualifications

- Minimum Class 4 (unrestricted) BC driver's license with 7+ years relevant driving and operational experience in a fleet operations and services role, ideally having managed physical assets
- Ability to perform under pressure with consistency and superior attention to vehicle and driver safety and detail
- Goal-oriented with a strong drive to achieve professional service standards and meet daily and weekly scheduling commitments and deadlines
- Strong organizational skills and the ability to effectively prioritize tasks
- Ability to integrate with various College organizations, adapt in a constantly changing environment and shift gears on short notice
- Excellent written and verbal communications skills
- Comfortable using various forms of software including Microsoft Outlook
- Automotive or Fleet Management experience a plus

Compensation & Organization

This is a part-time position located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. The College also offers an attractive compensation package to an outstanding qualified applicant.

Applications will be accepted until roster positions are filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca.

Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.