

JOB DESCRIPTION

Position	Vehicle Driver
Department	Health & Social
Reports to:	Health & Wellness Manager
Wage Rate/ Range	\$25/ hour
Status	Fixed-term contract for 6 months with the possibility to convert to a full time employment
Location	Atlin, BC
Date Created	XX
Date Last Revised	
Approved By:	Human Resources

POSITION SUMMARY

The Vehicle Driver, Health & Wellness Department, is responsible for providing safe, reliable, and culturally respectful transportation services to support health, wellness, and community programs. This role supports Elders, community members, clients, and staff in accessing medical appointments, wellness services, cultural programs, and community activities. The Driver plays a key role in promoting safety, dignity, and confidentiality while representing the Nation in a professional and respectful manner.

DUTIES AND RESPONSIBILITIES

1. Drive the Health and Social van in a safe, courteous, and reliable manner throughout the service area within a daily assigned time schedule.
2. Be safety focused.
3. Enjoy and interact positively with the public.
4. Maintain a clean and professional appearance and demeanor.
5. Maintain the appearance of the interior of the van.
6. Perform pre/post trip vehicle inspections as required.
7. Assist in the boarding of passengers.
8. Complete and submit written reports concerning passengers, all accidents, and communicate with Health and Social Department daily and as required.
9. Maintain trip report logs and submit as required.
10. Perform all other duties assigned.
11. Conduct daily vehicle safety inspections and report any issues promptly.
12. Maintain cleanliness and sanitation of vehicles, including adherence to health and safety protocols.
13. Ensure vehicles are fueled, secured, and maintained according to departmental standards.
14. Coordinate routine servicing, inspections, and repairs as directed.
15. Maintain accurate trip logs, mileage records, vehicle checklists, and incident reports.
16. Report delays, cancellations, or safety concerns to the Health & Wellness Department.



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17. Comply with departmental policies, procedures, and reporting requirements.
18. Follow all road safety laws, workplace safety standards, and organizational policies.
19. Respond appropriately to emergencies, incidents, or medical situations during transport.
20. Participate in required training, including first aid and defensive driving.

EXPERIENCE & KNOWLEDGE

- Experience driving for community, health, or social service programs preferred.
- Knowledge of local roads, communities, and regional services.
- Understanding of confidentiality requirements and clientbased service delivery.
- Knowledge of Indigenous communities, culture, and protocols is a strong asset.

COMPETENCIES

- Class 5
- Valid Class 4 restricted BC Driver's Licence
- Current First Aid (or willingness to certify).

TRAINING REQUIRED

Employees are expected to participate in various types of training, including, but not limited to:

- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- TRTFN Foundational Knowledge (Constitution, leadership structure, decision-making processes, CDC Oath)

CONDITIONS OF EMPLOYMENT

This is a fulltime, sixmonth fixedterm position, with the potential to transition into a permanent fulltime role based on program needs and performance.

WORKING CONDITIONS

- Work is primarily performed while driving or assisting clients in vehicles.
 - Exposure to varying weather and road conditions.
 - Regular interaction with community members, Elders, and clients.
 - May involve long periods of sitting, lifting mobility aids, and assisting passengers.
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TAKU RIVER TLINGIT
First Nation



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Approved by: _____
Chief Administrative Officer

Date: _____