



Western Foot Patrol SUV Driver Application Form

Please answer all questions to the best of your ability. Application forms are due on or before Thursday, February 9, 2012, by 5pm. Incomplete application forms will not be accepted. Please feel free to stop by the office between 12-5pm, Monday to Friday, or call us at 519-661-3650 should you have any questions. Once handed in, we will contact you for an interview.

Personal Information

Student ID# _____

Last Name _____

First Name _____

Email _____

Phone _____

Cell Phone (optional) _____

Gender Male Female

How many years driving experience do you have? _____

Do you have a full G license? Yes No How long have you had your full G license? _____

Province of license _____

Do you have at least five walking shifts with Western Foot Patrol? Yes No

If you are not a student, please state your position at Western _____

Short Answer Questions

Please list all major driving infractions incurred over the last 2 years (tickets, accidents, etc.)

Describe your record with WFP as a volunteer (ie. positions held, reliability, etc.)

Will you be willing to work a weekend shift (Friday or Saturday evening) every six weeks?

What are your three preferred shift days/times? Please note that SUV shifts are 6-10pm, or 10pm-1:30am.

Criminal Records Check & Ministry of Transportation Driver Checks

Western Foot Patrol strives to provide a safety service everyone can trust. In order to encourage this feeling of safety, Western Foot Patrol will conduct vulnerability checks that include criminal records searches on all successful new applicants. In addition, Western Foot Patrol will conduct driver record checks with the Ministry of Transportation. By signing this form, you entitle the Western Foot Patrol Manager (and if deemed appropriate, the Manager of the University Police Department and other relevant campus bodies) to access your records.

By my signature, I certify/authorize:

1. I have not been convicted of a criminal offence for which I have not received a pardon.
2. I have completed this application in good faith and to the best of my knowledge.
3. I authorize any inquiries that may be considered relevant to this application, to protect the University community, including police, background, MTO and reference checks.
4. I release from liability all persons supplying information related to this application.
5. I understand that false, misleading information given by me on this form may result in the rejection of my application or in my dismissal from Western Foot Patrol, should I be accepted as a volunteer.

Applicant's Signature _____ Date _____

Thank you for taking the time to complete this application form and for your interest in becoming an SUV Driver with Western Foot Patrol. Return completed application form to UCC 57, Monday to Friday, between 12-5pm by Thursday, February 9, 2012. You will be contacted after this date regarding an interview.

Office Use Only

Application received on _____ Application Complete _____

Staff _____

Confirm a volunteer (database) _____ Initials _____

Minimum of 5 Walking Shifts Completed? _____ Initials _____

Interview Date & Time _____

MTO Check Conducted? _____ Date _____

Results _____



Western Foot Patrol

Vehicle Driver Position Description

Purpose

Increase campus safety through safe escorts, patrols, visible presence, and reporting while driving the Western Foot Patrol SUV.

Activities & Responsibilities

- Drives WFP vehicle in a responsible, safe manner
- Obeys all campus & provincial traffic regulations
- Provides safe escorts, ensuring customers reach their destination safely
- Patrols campus and affiliated college campuses
- Conduct patrols and safe escorts by foot, when necessary
- Assists trained professional in emergency situations
- Conducts Emergency Phone checks
- Works as a team with Vehicle Partner, OM and other volunteers
- Reports all criminal, suspect and/or dangerous activities observed to the OM
- Follows directions of the OM in patrolling the boundaries of campus and affiliated college campuses
- Assures that the vehicle is being used properly by customers and that customers that may impede safety of vehicle team and other customers are being refused
- Conducts pre-shift vehicle inspection and records results
- Reports vehicle problems and malfunctions
- Uses judgment to suspend driving in hazardous or unsafe situations
- Maintains accurate and appropriate documentation
- Provides customers with excellent customer service
- Maintains confidentiality of customers and volunteers
- Ensures inside of vehicle is kept clean
- Adheres to WFP policies, procedures, pre-shift instructions, guidelines

Qualifications

Member of the Western community
Full G license – or out of province equivalent
Good driving record
Completion of a minimum of 5 Patroller shifts
Dependable, punctual
Able to take direction
Excellent communication, customer service and interpersonal skills
Positive attitude
Current volunteer in good standing
Proven record of reliability with WFP (limited cancellations, no "no shows")
Completed online AODA and Health & Safety Orientation training

Timeframe

Weekly three or four hour shifts

Site

Western main campus, affiliate college campuses, and some off campus locations. Most activity will take place outdoors.

Supervision

During shifts, reports directly to the OM & on-call staff

Benefits

Volunteers will meet a variety of people from campus and become familiar with campus. Volunteers will gain work experience and references. In addition, there is opportunity to progress to other WFP positions.

Challenges

At times, walk long distances and walk in unpleasant weather conditions

Success Measures

Complete safe escorts
Patrol assigned area(s) of campus
Report criminal or unsafe situations
Customer satisfaction through surveys or random compliments/complaints

Training

Patroller & Van Driver training

