

Summer 2025 Sustainability Scholars Program Internship Opportunity

The UBC Sustainability Hub is pleased to offer current UBC graduate students the opportunity to work on sustainability internship projects. Successful candidates work under the guidance of a mentor from the partner organization, and are immersed in real world learning where they can apply their research skills and contribute to advancing sustainability across the region. The pay rate for the summer 2025 program is \$31.25/hour or \$7,812.50 for a 250-hour project.

- Visit the [Sustainability Scholars Program website](#) to learn [how the program works](#) and to [apply](#).
- Be sure to review the application guide on the Apply page to confirm your eligibility before applying.

Applications close at 11:59 pm on Sunday January 26, 2025.

Project title: Best practices to inform driver training resources for an electric and fuel-efficient city fleet

Project Background & Overview:

The City of Coquitlam is dedicated to achieving its climate goals, which include a 45% reduction in greenhouse gas (GHG) emissions by 2030 and carbon neutrality by 2050, relative to 2007 levels. These targets are outlined in the Environmental Sustainability Plan (ESP) and will be further supported by the upcoming Climate Action Plan.

As of 2020, City fleet vehicles accounted for 36% of Coquitlam's emissions, while transportation-related emissions made up 51% of community-wide emissions. To reduce fleet-related emissions, the City has developed a Green Fleet Strategic Plan, which includes a phased transition of its light-duty fleet to zero-emission vehicles. In addition to this fleet transition, the Environmental Sustainability Plan outlines an initiative to "Encourage sustainable staff driving habits through an e-learning civic driver training program." Educating and training staff to adopt sustainable transportation practices and use zero-emission vehicles will help reduce emissions within City operations. Additionally, further emissions reductions can be realized by creating learning opportunities for staff to adopt fuel-efficient driving techniques—whether for electric or fossil fuel-powered vehicles—and by addressing barriers to comfortability and efficiently operating the new electric fleet.

Project description

Supporting the City's Environmental Sustainability Plan, Green Fleet Strategic Plan, and upcoming Climate Action Plan and efforts to reduce greenhouse gas emissions, the purpose of this project is to revise the City of Coquitlam's Driver Manual with sustainable driving practices, and provide the City with an online and/or in-person civic driver training and education program. Successful completion of this project will help promote the adoption of electric

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vehicles (EVs) among City staff and improve the energy efficiency of vehicle-related transportation, including both internal combustion engine and electric vehicles.

The scholar will conduct research to identify best practices in fuel-efficient and electric vehicle (EV) driver education and training. This will include a literature review as well as consultations with City staff, as engaging those directly involved with vehicle operations is essential for understanding key needs and shaping educational programming. Based on insights from staff and existing driver education initiatives, the scholar will summarize best practices and recommend updates to the City's Driver Manual. These findings will then be used to develop an online and/or in-person training module to provide ongoing education for Coquitlam staff.

Project scope

- Literature review of existing driver training and education programs in Canada and the US that focus on electric vehicle and fuel efficient driving techniques to gain an understanding of best practices, common behavioural challenges and solutions, as well as effective training and education methods.
- Engage with City Staff that routinely use or manage fleet vehicles to identify existing driving habits, needs, and opportunities. Project mentors will provide a list of potential participants that routinely operate fleet vehicles to invite to a focus group discussion. The scholar will also be provided a few key contacts of those managing fleet operations for interviews.
- Based on the literature review and engagement with City staff, review the City of Coquitlam's Driver Manual and provide recommendations for updating content to include sustainable driving techniques for internal combustion engine vehicles and best practices for operating electric vehicles, vehicle charging, etc.
- Use the identified best practices and lessons learned from staff engagement to develop an online and/or in-person civic driver training and education program (depending on the skills and interests of the Scholar) that can be used for ongoing staff education

Deliverables

Deliverables must include:

- A final report containing a summary of the work completed
- A final report for the online public-facing [Scholars Project Library](#).
- Recommendations for updating the City's Driver Manual
- Create an online and/or in-person civic driver training and education program (to be decided upon through research and according to the scholar's skills and interests)
- Presentations to City Staff:
 - Mid-term presentation to the Project Team
 - Final presentation to the Carbon Cutters Committee, Project Team, and Senior Leaders

Time Commitment

- This project will take 250 hours to complete

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- This project must be completed between May 1 to August 15.
- The Scholars is to complete their hours between 8 am and 5 pm, Monday to Friday, approximately 17 to 20 hours per week.
- Hybrid work options available

Required/preferred Skills and Background

- Excellent research and writing skills
- Demonstrated interest in sustainability
- Experience conducting stakeholder engagement events, including facilitation skills, is an asset
- Excellent public speaking and presentation skills
- Community engagement experience
- Ability to work independently
- Deadline oriented
- Project management and organizational skills
- Design and layout skills
- Scholar interest and/or knowledge in sustainable transportation
- Scholar interest and/or knowledge in training and education

Applications close at **11:59 pm Sunday January 26, 2025**

Apply here: [Click here to apply](#)

Contact Karen Taylor at sustainability.scholars@ubc.ca if you have questions

Useful Resources

We are holding a special **resume preparation workshop for prospective Scholars** on January 21, 2025. [Click here for details and to register.](#)

Below are some links to useful resources to help you with your resume and cover letter (there are many more online). Some of these resources also provide information on preparing for your interview.

<https://students.ubc.ca/career/career-resources/resumes-cover-letters-curricula-vitae>

<https://www.grad.ubc.ca/current-students/graduate-pathways-success>

<https://www.grad.ubc.ca/cover-letter-cv-resume-templates-ubc-career-services>