



## Volunteer Driver Position Description

**POSITION TITLE:** Volunteer Driver – Assisted Transportation

**POSITION SUMMARY:** Transports clients to appointments (medical, legal etc.). Provides door through door assistance.

### **DUTIES AND RESPONSIBILITIES:**

- Provide safe, friendly door through door transportation to older adults and/or disabled clients as available.
- Ensure *all* riders wear seat belt. Volunteer driver to set safety example.
- Provide physical assistance as needed. See the Volunteer Guidelines.
- Escort client in/out of their own house, if needed, as well as to/from the appointment location, ensuring client gets into the facility of their appointment and to the correct location.
- Complete monthly travel log, including number of trips, mileage, and volunteer time. Submit to immediate supervisor on a monthly basis.)
- Satisfactorily completes all training sessions required for this volunteer-based service.
- Practices all safety measures covered in the training sessions; promotes safety at all times.
- Notify Volunteer Coordinator or designee of any concerns or problems regarding client or transportation service in a prompt and timely manner.

**CONTROLS OVER THE POSITION:** Reports to and receives supervision from the Volunteer Coordinator or designee.

### **QUALIFICATIONS/REQUIREMENTS:**

Must have own reliable vehicle to use for providing transportation to assigned clients. Must follow program procedures, project a warm, caring attitude, communicate well with others, and enjoy assisting a diverse group of disabled and/or older adults with special transportation needs. Must keep a current, valid copy of a AZ drivers license and auto insurance card on file with Northwest Valley Connect Volunteer Services Department. Must clear national background check, obtain Level I Fingerprint Clearance Card, provide proof of current certification for First Aid/CPR, complete an annual Defensive Driving class, attend Northwest Valley Connect orientation, as well as service-specific training with immediate supervisor, and the Volunteer Coordinator. Plan to attend periodic trainings and/or meetings. Must sign Oath of Confidentiality and Code of Ethics and submit to random drug and alcohol screenings.

**TIME ALLOCATION:** Approximately 2-10 hours a week as client requests are made.

**TIME COMMITMENT:** 6 months minimum.

**PHYSICAL DEMANDS:** Must be able to stand, safely walk independently, clearly see, hear, and safely operate a motor vehicle. While performing these duties the volunteer may be exposed to weather conditions prevalent at the time, including temperature changes and heat over 100 degrees.

**PROGRAM CHOICES:** A. May receive a mileage reimbursement for trips provided on a monthly basis. B. May return mileage log and have it held in a credit account for future use by volunteer, their spouse or a member of their family.

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Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date