

VOLUNTEER TRANSPORTATION DRIVER JOB DESCRIPTION:

POSITION TITLE: Volunteer Driver for Pine County Health and Human Services

PURPOSE OF JOB: To provide transportation requested to families or individuals to help them access necessary services.

DUTIES OF POSITION:

- To be a careful and responsible driver.
- To meet requests promptly as assigned.
- To call immediately if unable to keep an assigned request.
- To report any problem stemming from a transportation assignment immediately.
- To be able to assist the passenger(s) in the process of being seated, including the fastening of the seat belt, when necessitated by the passenger's condition.
- The driver will provide rides for passengers as assigned by Pine County to various locations.* Driver preference regarding large metropolitan area trips should be made known to the Transportation Coordinator. Driver preferences regarding passenger gender, trip length, days of the week, etc., can be specified by the volunteer and will be honored by the Transportation Coordinator.*
- In fairness to everyone, it is expected that all volunteers be willing to drive a combination of short and long trips.

JOB QUALIFICATIONS:

- Must be 18 years or older
- Must have a valid driver's license and good driving record (Records will be checked).
- Must have vehicle liability insurance policy at least at State minimums.
- Must maintain vehicle in good working condition.
- Must have access to a phone.
- Must have and use seat belts. Must require use of car seats for infants and toddlers. (Car seats will be provided by Pine County Health and Human Services if parent is without.)
- Must be willing to have children and small adults ride in the back seat if passenger side airbags are present and activated.

REQUIRED COMMITMENTS:

- Must enjoy being with people and have desire to help with transportation of individuals with needs for special transportation.
- Must follow volunteer Code of Conduct.
- Must abide by the Confidentiality & HIPPA policies.

JOB BENEFITS:

- Satisfaction of working with persons in need.
- Reimbursement for mileage at the state's current rate and other prior authorized expenses.

Signature: _____

Date: _____