

Volunteer Driver

Volunteer Driver Job Description

Duties and Responsibilities

- Provide rides for clients to basic needs and healthcare appointments.
- Be punctual and dependable in picking up the client at the scheduled time.
- Keep the AND Program Manager informed regarding your availability
- Provide the AND program Manager with as much notice as possible when cancelling a trip - Maintain confidentiality regarding client information.
- Regular vehicle maintenance to ensure safety of clients - seat belts must be available.
- Provide annual updates on vehicle insurance policy and registration.
- Immediately report incidences, accidents or concerns to the AND Program Coordinator.
- Inform the AND Program Coordinator of any changes in address or phone number.
- Read the AND Employee Handbook and become familiar with program policies and procedures

Time Requirement

There is no minimum time requirement, however volunteers are asked to keep the AND Program Coordinator updated of their availability.

2. A minimum of one million dollar liability insurance and current vehicle registration.
3. Access to a vehicle that is roadworthy, reliable and suitable for client's needs.
4. No health conditions that may impair ability to drive safely (vision, hearing, perception, reflexes, certain medications, etc.).
5. Understand the limitations experienced by some our clients, acknowledging that safety and security is a must.

Screening

The position of Volunteer Driver requires a rigorous level of screening that corresponds to the risk associated with volunteers who work unsupervised and transport passengers in their own vehicles.

Volunteers will provide and/or complete:

- Application
- Interview
- Reference check
- Police Security Clearance Check (including vulnerable persons sector)
- Driver's Abstract (to be updated annually- cost reimbursed)
- Proof of One Million Dollar Liability Insurance and current registration

Please send your resume and three references to
Kim Nadeau
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