

Volunteer Position Description

Title	Volunteer Driver
Purpose	To provide transportation rides primarily to and from medical appointments to the frail, elderly, and/or adults with physical abilities.
Duties & Responsibilities	<ul style="list-style-type: none"> • Attend initial training and orientation • Inform insurance company of vehicle use for volunteering with Canadian Red Cross • Maintaining clean and safe Red Cross vehicle • Pick up client at their home, transport to destination, and return home • Submit monthly reports to the office by third week of every month, reporting any unusual circumstances/concerns to the coordinator • Respect client confidentiality
Skills, Knowledge, and Behaviour	<ul style="list-style-type: none"> • Excellent customer service and communication skills • Understanding and adherence to the CRC mandate and values • Friendly, patient, reliable, good communication skills • Ability to assist older adults in and out of car
Prerequisites	<ul style="list-style-type: none"> • Valid G licence • Clear MTO Driver's licence search (no more than 3 demerit points) • Valid insurance coverage of \$1 million • Criminal reference check must be completed and clear • Two (2) references
Accountability	<ul style="list-style-type: none"> • Program Coordinator
Staff Liaison	<ul style="list-style-type: none"> • Scheduling Staff
Time Commitment	<ul style="list-style-type: none"> • Depends on rides required • Varies from one drive per week to several drives per week • It depends on the volunteer's individual availability
Mandatory Training	<ul style="list-style-type: none"> • Transportation Training Binder and Modules completed • Volunteer Orientation • Hands on job specific training with a volunteer trainer
Benefits/Opportunities	<ul style="list-style-type: none"> • Gain valuable work experience • Personal satisfaction • Provide valuable service for the community • Able to take advantage of ongoing training opportunities • Reference available upon request • Kilometer reimbursement • Annual recognition events and awards for service