

## Volunteer Driver Program Took Kit Volunteer Driver Job Description

### Volunteer Driver Job Description Sample

Volunteer driver position objectives:

- to improve the quality of life for seniors with mobility challenges who are unable to take other forms of transportation
- to decrease the social isolation of a senior and enhance their independence and quality of life

Reporting to the Manager of the Volunteer Driver Program, volunteer drivers provide assisted transportation for seniors with mobility challenges. This position requires solid driving skills, and well developed interpersonal skills.

### Duties and responsibilities include:

- Transporting riders from their homes to their chosen destinations
- Providing assistance to riders as needed
- Driving defensively and responsibly, obeying all traffic and seat belt laws
- Reporting any incidences and emergencies immediately
- Calling in if unable to make it for a scheduled shift
- Keeping accurate records and submitting the required reports
- Attending all required orientations and training
- Treating all riders with dignity and respect

### The position requires the following qualifications:

- be 21 years of age or older
- have at minimum five years of driving experience
- hold a good driving record
- hold a valid driver's license, registration and insurance
- own a trustworthy vehicle
- be responsible for the upkeep and safety of the vehicle
- be in good physical and mental health
- be physically able to assist riders should it be required
- be willing to drive without distractions (cell phone, texting, eating while driving)
- able to consistently drive defensively and obey traffic laws
- be skilled at maps and logistics

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### Drivers must have the following qualities:

- empathy, compassion and a non-judgemental approach with people
- kindness and patience with a pace different from one's own
- supportive listening skills
- reliability and punctuality
- flexibility and adaptability to emergency situations
- willingness to help make a difference in a senior's life

### Position requirements:

- Volunteer drivers will respect and comply with the organizations policies, procedures, codes of conduct and ethics
- Volunteers will abide by an oath of confidentiality related to client information
- Volunteer drivers will be able to take direction from the Manager of the Volunteer Program or designate
- Volunteers must have access to a phone and/or computer