

FRONTENAC TRANSPORTATION SERVICES

VOLUNTEER DRIVER JOB DESCRIPTION

Qualifications:

Must possess a valid driver's license

Must be a well experienced driver with an excellent driving record.

Must be willing to be the subject of a police check, driving record check, as well as personal reference check, as arranged by the organization.

Must be sensitive to the needs of others

Reporting to: The Program Administrator of Frontenac Transportation Services (FTS)

Responsibilities:

1. Provide volunteer transportation to clients to whom public and other forms of transportation are inaccessible, as arranged through a representative of Frontenac Transportation Services. Volunteer drivers will not arrange drives with clients, nor will they accept arrangements made through any other not for profit organizations. All drives must be arranged through Frontenac Transportation Services.
2. To provide transportation in your own vehicle without expectation of remuneration other than the reimbursement for mileage as specified by the Transportation Services.
3. To decline to accept any offers of reimbursement, tips or gifts, or cost of meals from clients or other passengers.
4. To maintain your vehicle in safe working order and maintain the interior in a clean and tidy manner.
5. To ensure that the organization's standards are met with regard to properly secured tethers for children's car seats and to ensure when using car seats, they are fastened correctly. If you have concerns please contact the FTS office.
6. To inform the organization within five working days of any charge or ticket under Highway Traffic Act or of any other serious driving or criminal offence.
7. To carry a minimum of \$2,000,000.00 liability insurance on the vehicle you use to transport clients for Frontenac Transportation Services.
8. To maintain the strictest standards of confidentiality regarding information encountered while volunteering, about clients, or other organizational business.
9. To be punctual for all volunteer driving assignments and to notify the agency as soon as possible when you are unable to fulfill a volunteer assignment.

10. To inform the organization of any concerns about the physical health or well being of clients or about any special or unusual occurrence encountered while volunteering for the organization.
11. To complete all forms in a timely manner and forward them to the agency according to their specified schedule.
12. To respect the limits of the volunteer driver job description. The volunteer assignment is limited specifically to those trips specified by the organization. The volunteer driver is discouraged from providing other transportation services to clients. If this does occur, it will be at the volunteer's own risk and outside of the mandate and protection of the organization.
13. To comply with all organization policies and procedures as specified in the Volunteer Manual.
14. To attend training sessions pertinent to volunteer drivers as arranged by the Program Administrator.