



Volunteer Transportation Center, Inc.

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www.VolunteerTransportationCenter.org



Volunteer Driver Description of Duty

Program Goal:

- Provide transportation support to individuals, thus allowing them to maintain their independence.

Objective:

- Provide transportation for qualified, registered individuals who have no other means of transportation.

Responsible To:

- Volunteer Transportation Center Executive Director.

Responsibilities:

- Complete orientation session.
- Transport individuals to their destinations and back home (unless a one-way trip).
- Complete monthly log sheets and submit at end of each month.
- Maintain good communications with staff regarding scheduling and client concerns.
- Attend training when offered.

Qualifications:

- Valid driver's license, clean driving record, valid registration and insurance. Copies must be provided for filing and can be made at office.
- Have patience and tolerance.
- Be fair, friendly, and accepting.
- Provide encouragement that promotes independence.
- Possess warmth and sensitivity with the ability to care.
- Be reliable, considerate, and confidential.
- Have a sense of humor.

Time Commitment:

- Your choice—let us know how much time you have and would like to dedicate!