Position Title: Volunteer Driver
Position Type: Transportation provision
Program Area: Community & Volunteer Services, Transportation Program
Reporting Relationship: Transportation Coordinator

Program Overview:

East Wellington Community Services (EWCS) Transportation Program offers rides to eligible adults 18 years of age and older. We offer friendly, reliable, door-to-door accessible transportation services from Monday to Friday during business hours to and from medical and other necessary appointments within East Wellington and throughout the GTA, Hamilton, Orangeville, Georgetown and the Waterloo Wellington region.

Position Purpose: To provide transportation to clients of EWCS that is safe and dependable; supporting the health and well being of community members.

Qualifications: Volunteers in this position should be comfortable working with others, have a pleasant demeanor, are dependable and patient and have a willingness to assist members in the community. Volunteers must possess a vehicle in good repair; hold a valid Ontario drivers license; have a clean driving record with no more than 3 demerit points. Volunteers must have $2,000,000 insurance coverage and provide a copy of this to EWCS. Volunteers must also satisfactorily complete the volunteer screening process, which includes a Vulnerable Sector Check.

Duties/Responsibilities

- Provide safe, punctual transportation for clients to and from specific destinations
- Receive requests from Transportation Coordinator and provide timely feedback regarding your ability or inability to complete the request
- Report concerns about the client to the Transportation Coordinator in order for the appropriate support to be given to the client in the future
- Attends meetings when required e.g. Volunteer driver meetings; training opportunities
- Inform Transportation Coordinator of any factors affecting your ability to safely perform your duties/responsibilities (taking medication; injury etc)
- Verify mileage; report any expenses incurred to the Transportation Coordinator
- Behaves in the manner consistent with the values and ethics of EWCS appropriately representing the agency in the community
- Maintains strictest standards of conduct and confidentiality regarding client information

Performs other duties as required.

Time Commitment: Volunteer may determine the number of rides performed each month varies however volunteers may be offered 6 to 10 trips per month.

ACKNOWLEDGMENT FOR RECEIPT OF POSITION DESCRIPTION:

I have received a copy of the position description and have read and understand its contents.

***Volunteer Name:*_____ *Date:*_____**

***Volunteer Signature:*_____**

***Manager's Signature:*_____**