



Position Title: Volunteer Driver

Position Type: Transportation provision

Program Area: Community Transportation Program

Reporting Relationship: Transportation Coordinator

Program Overview:

East Wellington Community Services (EWCS) Transportation Program offers rides to eligible adults 16 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 surrounding areas.

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, be dependable and patient, and have a willingness to assist members in the community. Volunteers may either drive our agency van or their own vehicles. Volunteers must hold a valid Ontario driver's license and have a clean driving record with no more than 3 demerit points. Volunteers must have \$2,000,000 insurance coverage (if using their own vehicle) 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 the Transportation Coordinator and provide timely feedback regarding your ability or inability to complete the request
- Report concerns about the client to the Transportation Coordinator for the appropriate support to be given to the client in the future
- Follow all Pandemic Health and Safety requirements if/when applicable, including sanitizing the vehicle and wearing a mask
- Attend 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
- Behave in a manner consistent with the values and ethics of EWCS, appropriately representing the agency in the community
- Maintain 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.

Health and Safety requirements: The Volunteer Driver is required to sanitize the vehicle after each client. Cleaning products, masks, and hand sanitizer will be provided to the Volunteer Driver. Volunteer will keep the vehicle in safe working condition with regular maintenance and appropriate tires for winter driving.