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## Volunteer Driver Description of Duty

### **Program Goal:**

Provide transportation support to individuals, assisting in maintaining their independence.

### **Objective:**

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

### **Responsible To:**

Volunteer Transportation Center Directors.

### **Responsibilities:**

Complete orientation session.  
Transport individuals to their destinations.  
Complete driver vouchers and turn in for mileage reimbursement per schedule.  
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!

