



## VOLUNTEER DRIVER

**GOAL:** Transport clients to medical or personal appointments, or to complete an errand, using your insured vehicle. Client rides will be requested through the office and volunteers will be contacted with requests that fit their availability and geographic preference. Rides are given on weekdays during the day.

### **Duties and Responsibilities:**

- Drive client(s) to and/or from appointment or errand. In some cases, assistance will need to be provided during the errand as well (e.g. helping to get items from a store shelf).
- Provide light passenger assistance as needed/requested, such as offering an arm for stability.
- Fold and stow assistive devices, such as walkers.
- Report any concerns about client's health and safety to Volunteer Manager.
- Use the online scheduling platform to select rides, and to log completed requests.
- Read volunteer e-newsletter and emails to keep up on news and pending ride requests.
- Adhere to Help At Your Door policies regarding appropriate boundaries and activities.
- Provide a minimum of two weeks' notice before ending the volunteer role.

### **Requirements:**

- Completion of volunteer application, volunteer driver registration form, criminal background check, and driver's record check.
- Hold a valid MN driver's license with a clean driving record and provide proof of motor vehicle insurance with minimum liability limits of \$100,000 Each Person/\$300,000 Each Accident.
- Completion of orientation/basic training with Volunteer Manager.
- Commitment to providing at least 2 rides monthly for a minimum of six months.
- Ability to listen and relate to older people in a warm, friendly and non-judgmental manner.
- Punctuality and the ability to work cooperatively with others.
- Interest in Help At Your Door's mission of helping seniors remain at home.
- Volunteers must be at least 21 years of age.
- Use of own personal vehicle (can be a car, minivan, or SUV) in good repair.

**Reports To:** Volunteer Manager

### **For More Information Contact:**

Help At Your Door

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