



VOLUNTEER DRIVER JOB DESCRIPTION

Reports to: Program and Volunteer Coordinator

Essential Job Duties and Responsibilities (include but not limited to):

- 1.** Maintains vehicle in safe operation conditions, passes initial inspection and random vehicle inspections thereafter that could include any of all of the following: visual inspection of windows; mirrors; interior; exterior; all fuel, oil, and fluid levels; brakes for proper working order; exterior lights; all doors; appropriate levels of tire tread; and spare tire along with appropriate tools.
- 2.** Transports individuals according to established state motor vehicle laws; including required licensing and insuring of vehicle.
- 3.** Picks up and discharges individuals at assigned destinations and times according to schedule.
- 4.** Assists passengers requiring help; including those with collapsible wheel chairs once driver has passed required training.
- 5.** Maintain current driver's license without infractions; appropriate daily *Volunteer Driver Logs*; and immediately report any driving violations or infractions to Supervisor
- 6.** Creates and maintains a positive and confidential atmosphere while transporting clients; demonstrates mutual respect and an appropriate level of professionalism at all times when with clients.
- 7.** Attends and participates in all appropriate Bay Connect meetings, trainings and development opportunities.
- 8.** Follows established policies and procedures including but not limited to:
 - Bay Connect employment policies and procedures
 - Federal, state and local regulations
 - State motor vehicle laws and regulations
 - Bay Connect driver policy

Scope of Authority/Reporting

- Volunteer Drivers are expected to work with other employees as a team when interaction is required in order to provide the best quality of care and service to clients.
- Volunteer Drivers report to Bay Connect Volunteer and Program Coordinator

***Vehicle Requirements:**

- Must be in good running condition; areas of rust no larger than 2" in diameter; no cracks in any glass (to include: front windshield, rear windshield and all doors); have appropriate level of tread of all tires; no exceed excessive noise levels during vehicle operation; and working seat belts.
- Must be able to pass annual vehicle inspection and any random vehicle inspections if requested to do so.

*Above vehicle requirements subject to vehicle inspection by Harbor Car Care.

6/2017



QUALIFICATIONS:

Educational/Formal Training

- Must be able to follow oral and written instruction, generally commensurate with some high school education.
- Must possess and maintain a valid Michigan Driver's License (and other appropriate licensure if required) in order to be a current Bay Connect Driver
- Maintain an acceptable driving history for all states currently and previously licensed in
- *Each driver expressly authorizes the independent annual verification of their driving record*

Communications/Interpersonal Skills

- Must be able to communicate with clients in a patient, calming, kind and positive manner.
- Must possess an understanding and helpful disposition.

Previous Experience

None is required.

Physical Skills/Requirements

Must be at least 18 years old and be able to stand, walk, bend, push and lift as needed.

Working Conditions

- Volunteer will be able to transport clients in a variety of weather conditions, on a variety of pavement conditions in such a manner that places client safety as his or her utmost priority.
- If client becomes disrespectful, behaves inappropriately and/or presents a situation that is uncomfortable for the volunteer then immediately, upon delivery of client to his or her destination, driver will report the situation to a supervisor.

Disclaimer

The job description is not intended to be all-inclusive. The volunteer will also perform other reasonable business duties as assigned by the supervisor or other management.

Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and is not intended to imply a contract of employment.



If hired as a Bay Connect volunteer driver, you agree your private vehicle will meet or exceed the vehicle standards as listed in this job description, understand you are subject to random vehicle inspections, will maintain a valid driver's license and will inform us immediately of any changes that would impact the safe transportation of Bay Connect passengers.

I have received, read and understand the above job description:

Volunteer: _____ Date: _____