



Ramsey County Community Human Services - Volunteer Services Unit  
160 East Kellogg Boulevard, Room 9800  
St. Paul, Minnesota 55101-1494  
Telephone: (651) 266-4090 Fax: (651) 266-4439

# VOLUNTEER SERVICE DESCRIPTION

## Driver

### **Purpose:**

To provide RCCHS clients with non-emergency transportation to/from medical and/or social service appointments.

### **Duties/Responsibilities:**

1. To provide transportation services to RCCHS clients with your personal vehicle.
2. To receive/accept assignments only which have been placed with and cleared by the Volunteer Services Unit.
3. To wear RCCHS volunteer identification on all volunteer assignments.
4. To be on time for all assignments.
5. To ensure that all passengers use seatbelts as mandated by law.
6. To ensure that all passengers less than 18 years of age and/or under a height of 4 feet are seated in the back seat of the vehicle.
7. To ensure that all children less than 4 years of age or 40 pounds in weight are seated and secured in a properly installed federally approved child car seat.
8. To interact with clients in a warm, friendly and professional manner.
9. Maintain records as assigned.
10. Report any concerns to Volunteer Services.
11. To maintain confidentiality of clients.
12. Volunteer drivers may reserve the right to decline assignments.
13. Volunteers are **not** permitted to accept gratuities or other items from clients.

### **Qualifications:**

1. Must be at least 18 years of age.
2. Must possess a valid Minnesota driver's license.
3. Must have a clear driving record, free of revocations, suspensions or cancellations for moving violations with no alcohol related offenses for the past 3 (three) years.
4. Must successfully complete the initial transportation program training, and attend/participate in additional on-going training as directed.
5. Must maintain personal automotive insurance that minimally provides liability insurance in the amount of at least \$50,000.00 (fifty thousand dollars) per person, \$100,000.00 (one hundred thousand dollars) per occurrence and \$10,000 (ten thousand dollars) for property damage.
6. Must maintain vehicle in good mechanical and operational order with fully functioning seat belts.
7. Must possess the ability to work with a variety of people.
8. Possess a basic understanding of client/volunteer/staff boundaries.
9. Ability to clearly communicate with both the client(s) and staff.
10. Must be able to maintain confidentiality.
11. Ability to read and write in English.
12. The ability to speak a second language is desirable.
13. First Aid certification is desirable.
14. CPR certification is desirable.

### **Time Commitment:**

The minimal commitment for the Driver volunteer is a 1-year term in the position. Scheduling is flexible with transportation assignments occurring during regular business hours Monday through Friday.

### **Location:**

Drivers transport RCCHS clients within Ramsey County to/from their homes to medical and social service appointments.

### **Supervisory Plan:**

Driver volunteers are under the direct supervision of the Volunteer Services Coordinator, who in cooperation with other agency staff will provide general orientation and position specific training.

### **Benefits:**

- Opportunity to make a contribution and make a positive impact on the lives of others.
- Opportunity for personal growth.
- Sense of personal satisfaction.
- Orientation and training.
- Reimbursement for mileage.
- Reimbursement for parking expense.
- Meal allowance for shifts greater than 6 hours.
- Eligible to participate in driver's training programs through the Minnesota Safety Council at discounted rates.
- Eligible to receive, upon request, 2 (two) complimentary tickets (per month) to the Omni Theater at the Science Museum of Minnesota for the 6:00 p.m. show on the last Thursday of the month.