

Volunteer Position: **Transportation (Local)**

Basic Job Expectations:

General Description of Job: Drive client to appointments, interviews, and shopping for basic life needs within Shenandoah County.

Desired Number of Volunteers: 5

Expected Number of Volunteer Hours: 4 – 5 Hours/week, but need varies

Essential Duties and Required Skills:

- Pick up clients at the shelter and drive them to approved destination(s) and back, generally within 24 hours notice. Be on time for pick-ups. Wait if necessary while client is at appointment, interview, etc. Read what destinations and riders are approved on the work order provided by the shelter staff.
- Check that all persons transported are properly seated and secured in the vehicle. Obey all traffic laws and parking restrictions. Abstain from cell phone use, texting and other distractions while driving.
- Limitations to responsibilities: Transportation Volunteers should NOT:
 - Provide food, drinks, or entertainment to clients or their children while transporting them.
 - Provide additional transportation for side trips or additional stops that do not appear on the work order.
 - Provide any other services or any goods to clients.
 - Provide any transportation to adults or children if they are not properly secured in the vehicle.
 - Provide any transportation to any person not listed on the work order.
 - Provide transportation to any person who is verbally or physically abusive or to children who are excessively distracting.
 - Accept tips or other compensation for services.

Job Specifications:

- Required knowledge of traffic laws, major local roads and regulations for child safety restraints.
- Operate a motor vehicle in a safe manner. Map and follow a route to the destination.
- Be able to pass a background check if required.
- Must possess a reliable vehicle and be willing to use it for this volunteer work. Must also possess a valid driver's license, basic auto insurance, and a clean driving record.