



## **Volunteer Driver Description**

**Volunteer driver mission:** To transport clients from their home to their destination and provide required support. The service will be available in the Greater Miramichi region during regular working hours and on the availability of volunteers. This service allows people without transportation to get to medical appointments, access basic needs or to participate in community or government programs.

**Level of risk:** The driver is responsible to have sufficient vehicle insurance coverage and understands that he/she will be transporting persons who are vulnerable, and every precaution must be taken to provide safe and respectful service.

**Commitment:** The driver agrees to be available regular working hours Monday to Friday for at least three (3) hours a month, over a period of at least six months.

**Responsibilities:** Use your own vehicle to drive clients to his/her appointment or his/her activities and ensure his/her return home at the agreed time.

**Payment:** The driver will be reimbursed for kilometers travelled on behalf of The Greater Miramichi Community Transportation at a determined rate. Payments will be made two weeks after the delivery of the reimbursement form. The Greater Miramichi Community Transportation will also help offset additional insurance costs (up to 50\$ per year). To be eligible for this reimbursement, the volunteer must complete a **minimum of 40 km per month** in volunteer driving services.

### **Requirements:**

- Have a minimum of five (5) years driving experience.
- No driving suspension in the past five (5) years.
- Possess a valid driver's license and a good driving record.
- Have access to a reliable, safe, and clean vehicle.
- Owning liability insurance of at least \$ 2,000,000.
- Pass a Criminal Record Check and venerable persons check.
- Provide driver's abstract.
- Provide at least two references of character and ability.
- Proof of annual vehicle safety inspection and registration.
- Must sign confidentiality agreement and conflict of interest agreement.

- Approval by The Greater Miramichi Community Transportation Coordinator to become a volunteer driver.

**Qualifications:**

- Good physical health and good vision.
- Good knowledge of local area and driving routes.
- Driving safely and obeying driving laws.
- Strong judgment of when not to drive (poor weather, safety concerns, road conditions, client is unstable).
- Knowledge of driver rights and client rights.

**Strengths:**

- Enjoy driving and spending time with people.
- Patience, understanding and sensitivity to client needs.
- Good listening ability.
- Reliability and punctual.
- Honest and trustworthy.
- **Optional skills:**
- Ability to help clients with luggage, etc.
- Able to transport pets.
- First Aid training
- Trained to install car seats.

**Limits:**

- Will not drive if weather conditions are not favorable.
- Will not drive a client whose medical situation is not stable.
- Will not undertake trips that were not pre-authorized by the Greater Miramichi Community Transportation.
- Will not lift clients to enter or exit the vehicle.
- Will not consume alcohol, drugs, or any medications that would affect the driver's ability to drive safely.

**Supervision and evaluation:**

- Surveys with clients.
- Annual performance appraisal.
- Periodic verification of vehicle condition, insurance, safety inspection, and registration.