

## MINISTRY POSITION DESCRIPTION

<b>Name of Group / Ministry</b>	<b>Volunteer Driver</b>
<b>Accountability</b>	Ministry Coordinator
<b>Purpose of Ministry</b>	The purpose of this ministry is to provide transportation within the parish boundaries to parishioners requiring it.
<b>Participant Group</b>	Those needing transportation within the parish community.
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Receives list of persons, emergency information and locations of participants scheduled for transportation from Ministry Coordinator.</li> <li>▪ Checks the schedules and notifies the Coordinator in case of scheduling conflict.</li> <li>▪ Provides transportation at the request of the Pastor and/or Ministry Coordinator.</li> <li>▪ Brings to the attention of the Coordinator any matters related to changes in health and/or needs of the person.</li> <li>▪ Observes confidentiality regarding the personal matters of the participant.</li> <li>▪ At the comfort level of the participant, the Volunteer Driver may engage in brief conversation.</li> <li>▪ Telephones the parish or Ministry Coordinator if an unforeseen situation arises which will result in a major delay.</li> <li>▪ Must keep a record of all visits (including dates and times) to be given to Ministry Coordinator.</li> <li>▪ The Volunteer Driver must have emergency phone numbers and access to a cell phone in case an emergency arises with the participant.</li> </ul> <p>Other specifics:</p> <hr/> <hr/> <hr/>
<b>Skills, Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Is an active participant in parish worship.</li> <li>▪ Must be at least 18 years of age and have an unblemished driving record.</li> <li>▪ Must hold a valid Ontario Driver's License "G" and carry a minimum of one million dollars (\$1,000,000) for cars and two million dollars (\$2,000,000) for vans of personal liability and property damage primary insurance.</li> <li>▪ Driver's vehicle must be mechanically fit with seat belts that are in working condition for all passengers. Drivers shall carry no more passengers than the number of seat belts available.</li> <li>▪ Must have valid car insurance and identification on his/her person when driving.</li> <li>▪ Must carry valid third-party liability insurance as required under legislation in the Province of Ontario.</li> <li>▪ Must not drink or have alcohol in the vehicle.</li> <li>▪ Must not smoke in the vehicle.</li> <li>▪ Must be a conscientious driver and abide by all rules of the road.</li> <li>▪ Advises parish of any change in driving record, condition of the vehicle, ability to drive, or car insurance immediately. Must provide the Ministry Coordinator with a written, detailed report of any accident that has occurred while serving as a Volunteer Driver for the parish.</li> <li>▪ Is recognized within the parish community as a person of good reputation.</li> <li>▪ In cases of emergency, knows contacts and/or procedures</li> </ul>
<b>Personal Traits and Qualities</b>	<p>Desires to serve the community and to commit time and talents to this ministry.</p> <p>Is honest, trustworthy and enthusiastic.</p> <p>Is able to communicate well with others.</p> <p>Is at ease with social encounters, and can look people in the eye.</p> <p>Is friendly, patient and has good relational skills.</p> <p>Has the ability to work independently or as part of a team.</p> <p>Is comfortable with being accountable and is sensitive to the observance of proper boundaries.</p>

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<b>Working Conditions</b>	Routes that the Volunteer Driver takes should be predetermined. Volunteer Driver can refuse to drive when weather is inclement or road conditions are dangerous. The Volunteer Driver has the right to let passenger know if passenger's behaviour is inappropriate. Must be able to attend the orientation session. The Parish is not responsible for any parking tickets or any traffic violations.
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>▪ This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.</li> </ul>
<b>Duration</b>	____ Year term
<b>Orientation and Training</b>	Standard Parish orientation program.
<b>Support k Supervision &amp; Evaluation</b>	The Ministry Coordinator is the first level of support, supervision and evaluation.
<b>Position Level</b>	HIGH TRUST
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete Volunteer Information forms A, B and C</li> <li>▪ Completion of a Volunteer Driver Form is required.</li> <li>▪ A copy of Volunteer Driver's current Driver's License and Insurance Policy are required.</li> <li>▪ Interview and Reference Checks</li> <li>▪ Police Record Check including a vulnerable sector screen</li> <li>▪ Receive <i>Volunteer Guidelines</i></li> <li>▪ Sign <i>Ministry Covenant</i></li> <li>▪ Orientation and training</li> <li>▪ There will be supervision and periodic evaluations</li> <li>▪ Participant follow-ups will be conducted.</li> </ul>

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### VOLUNTEER DRIVER FORM

Date: \_\_\_\_\_ Parish: \_\_\_\_\_

Name of Volunteer Driver:

\_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt. # \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_

Mobile # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ D.O.B. (dd/mm/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### Licensing and Insurance Information

Driver's Licence Number: \_\_\_\_\_ - \_\_\_\_\_ Driver's Licence Class: \_\_\_\_\_

Driver's Licence Expiration Date: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Licence Number \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Insurance Coverage Amount: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### Permission from Vehicle Owner

I, \_\_\_\_\_ hereby give permission for my vehicle,  
(please print)

Vehicle Make: \_\_\_\_\_ and Vehicle  
Licence Number \_\_\_\_\_, to be used by the Volunteer Driver mentioned above with  
\_\_\_\_\_ Parish.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I have received and read the Volunteer Driver Ministry Position Description and agree to all its terms.

I have provided proof of age, Driver's Licence, Registration & Insurance Policy identification to the Ministry Coordinator and/or Pastor.

I agree to use only the vehicle mentioned above for all Volunteer Driver assignments.

I agree to provide a written, detailed report of any accident that has occurred while serving as a Volunteer Driver at the parish.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_