



NORTH RENFREW LONG-TERM CARE SERVICES INC.

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Volunteer Driver

REPORTS TO: Community & Volunteer Services Worker

POSITION SUMMARY:

To provide transportation by means of private vehicles for senior citizens, & physically disabled adults. This transportation service may include drives to medical appointments, shopping & banking.(where & how much) as indicated by you on volunteer registration form.

RESPONSIBILITIES/DUTIES:

- To provide safe transportation in your own vehicle without expectation of remuneration other than the reimbursement for mileage as specified by North Renfrew Long-Term Care Services Inc.
- To decline all other offers for reimbursement & tips.
- To inform the Centre of any charge or ticket under the Highway Traffic Act or or any other serious driving or criminal offence or any medical condition that may affect your driving ability.
- To be punctual for all driving assignments and to notify the Centre as soon as possible when unable to fulfil volunteer assignment.
- To pick up clients at the appointed time, escort them to the car, accompany them to the appointment as necessary, & return them directly home. At the discretion of the driver, a stop may be made en route to the client's home to pick up a prescription or to The North Renfrew Long-Term Care Centre to make a payment..
- To inform the Community Services Worker of any concerns about the physical health or well being of clients or about any special or unusual occurrence encountered while volunteering for North Renfrew Long-Term Care Services Inc. This includes any form of conflict, harassment, misunderstanding, accident (personal or automobile).
- To maintain the strictest standards of confidentiality, regarding any information, encountered while volunteering, about client or other agency business.

- You may be required to offer physical support to frail clients. You are not, however, required to do any lifting or physical assistance which may cause you physical distress.
- To maintain own vehicle in terms of cleanliness and mechanical reliability.
- To carry a minimum of \$200,000.00 Third Party Liability insurance on own vehicle..
- To notify insurance company of involvement with North Renfrew Long-Term Care Services Inc.
- To inform the Community Outreach Worker of any serious driving or criminal offence or any medical condition that may affect your driving ability.

QUALIFICATIONS:

- Possess a valid Class G driver's license.
- Provide a clear Criminal Record Check.
- Be a well experienced driver and have an excellent driving record.
- Have good interpersonal skills.

THE NORTH RENFREW LONG-TERM CARE CENTRE IS A SMOKE-FREE WORKPLACE.

Volunteer# 3vanDriver.Vol