

WHEELS VOLUNTEER DRIVER JOB DESCRIPTION

See Wheels Volunteer Driver Handbook for additional details

- POSITION TITLE:** Volunteer Driver
- PURPOSE OF JOB:**
- Provide transportation requested by clients to help them access necessary services.
- DUTIES OF POSITION**
- All volunteers must sign the [Volunteer Statement of Understanding](#)
 - Be a careful and responsible driver.
 - Meet requests promptly as assigned.
 - Call immediately if unable to keep an assigned request.
 - Immediately report any problem stemming from a transportation assignment.
 - Respond to all emails with mileage, time, and one way trips (OWT).
 - Always treat clients with respect and dignity.
 - Keep all information learned while volunteering confidential.
- JOB QUALIFICATIONS:**
- Have a valid driver's license and good driving record (Records will be checked).
 - Maintain vehicle liability insurance policy at required minimums listed in the Wheels Driver Handbook and Volunteer Statement of Understanding.
 - Maintain your vehicle in good working condition.
 - Have an e-mail address and access to a phone for contact
 - Desirable to have a mobile phone while transporting clients
 - Have and use seat belts.
- REQUIRED COMMITMENTS:**
- Must enjoy helping people
 - Have the desire to facilitate the transportation of our clients.
- JOB BENEFITS:**
- Satisfaction of assisting people with transportation needs.
 - Auto liability coverage over and above the policy amount carried by the volunteer up to \$500,000 per event.

- Personal liability insurance up to \$1,000,000 per event, 3,000,000 aggregate per year.
- Accident medical expense coverage, in excess of the policy amount carried by the volunteer, up to \$100,000 per accident