



**Ministry Position: Volunteer Driver**

**Date Last Reviewed: July 2019**

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**◆ Position Overview**

Volunteer Drivers provide transportation within the parish boundaries to parishioners requiring it.

**◆ Activities/Responsibilities**

- Receive list of persons, emergency information and locations of participants scheduled for transportation from Ministry Coordinator
- Check the schedules and be sure to notify the Coordinator in case of scheduling conflict
- Provide transportation at the request of the Pastor and/or Ministry Coordinator
- Bring to the attention of the Coordinator any matters related to changes in health and/or needs of the person
- Observe confidentiality regarding the personal matters of the participant
- The Volunteer Driver may engage in brief conversation, based on the comfort level of the participant
- Contact the parish or Ministry Coordinator if an unforeseen situation arises which will result in a major delay
- Keep a record of all visits (including dates and times) to be given to Ministry Coordinator
- The Volunteer Driver must have emergency phone numbers and access to a cell phone in case an emergency arises with the participant

**The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.**

<b>Other specifics:</b>
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**◆ Skills, Experience and Qualifications**

- An active participant in parish worship
- Must be at least 18 years of age and have an unblemished driving record



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- 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
- Driver's vehicle must be mechanically fitted with seat belts that are in working condition for all passengers. Drivers shall carry no more passengers than the number of seat belts available
- Must have valid car insurance and identification on his/her person when driving
- Must carry valid third-party liability insurance as required under legislation in the Province of Ontario
- Must not transport children or youth (under 16)
- Must not drink or have alcohol in the vehicle
- Must not smoke in the vehicle
- Must be a conscientious driver and abide by all rules of the road
- Advise 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
- Recognized within the parish community as a person of good reputation
- In cases of emergency, knows contacts and/or procedures

### ◆ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry
- Honest, trustworthy and enthusiastic.
- Able to communicate well with others
- At ease with social encounters, and can look people in the eye
- Friendly, patient and has good relational skills
- Has the ability to work independently or as part of a team
- Comfortable with being accountable and is sensitive to the observance of proper boundaries.

### ◆ Screening Requirements

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations



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- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

### ◆ **Orientation and Training**

Standard parish orientation program, including AODA training.

### ◆ **Participant Group**

Those needing transportation within the parish community.

### ◆ **Support, Supervision and Evaluation**

The Ministry Coordinator is the first level of support, supervision and evaluation.

### ◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

### ◆ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the community
- Will further develop relational skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Routes that the Volunteer Driver takes should be predetermined
- Volunteer Driver can refuse to drive when weather is inclement or road conditions are dangerous
- Volunteer Driver has the right to let passenger know if passenger's behaviour is inappropriate
- The Parish is not responsible for any parking tickets or any traffic violations
- Must be able to attend the orientation session
- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week/ \_\_\_\_\_ hours per month.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.*

This Ministry Position Description accurately reflects the ministry of **Volunteer Driver** currently practised at, \_\_\_\_\_ Parish.



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<b>Pastor's Signature</b> PASTOR NAME	<b>Parish Volunteer Screening Coordinator's Signature</b> COORDINATOR NAME	<b>Date</b>
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**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**