

**Somerset West Community Health Centre  
VOLUNTEER DUTIES DESCRIPTION**

**TITLE:** Volunteer Van Driver  
**CLASSIFICATION:** Volunteer  
**JOB TYPE:** Volunteer  
**DEPARTMENT:** Corporate Services/Volunteer Management  
**REPORTS TO:** Various Program Staff  
**DATE REVISED:** January 2012

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**JOB SUMMARY**

The Volunteer Van Driver reports directly to the program staff person requiring volunteer driving. The driver will coordinate pickup and delivery for patients/clients to various program activities. The van driver works with a variety of different groups of people with various language and physical abilities. The ability to be patient and courteous is of primary importance. Many of the clients being transported are seniors and may require assistance in entering and exiting the van.

Duties and Responsibilities:	General Duties
<ul style="list-style-type: none"><li>• Picks up monthly work schedule at beginning of each month from the various program staff requiring transportation assistance for their clients.</li><li>• Carries the cell phone (activated) while operating the van</li><li>• Completes the Circle Check before and after operating the van</li><li>• Ensures the safe and courteous operation of SWCHC vehicles.</li><li>• Ensures enough fuel is left in the vehicles at all times. (SWCHC credit card is provided)</li><li>• Ensures the van is locked and parked properly</li><li>• Reports any damages or problems with the van to the Main Receptionist immediately</li><li>• Forwards any complaints to the Program Staff or Manager of Resource Development</li><li>• If unable to make a scheduled run, calls Program Staff early enough that a replacement can be found or activity re-scheduled</li><li>• Participates in van orientation process and any mandatory training in regards to accessibility and operation of any/all SWCHC vehicles.</li></ul>	

**EDUCATION/EXPERIENCE:** Good driving record for five years  
**LANGUAGE(S):** English; an additional language would be an asset  
**JOB REQUIREMENTS:** Negative Criminal Reference Check  
Valid Class G Ontario Driver's Licence  
Good communication skills  
Ability to work with a diverse community  
CPR Training