

Family Service Association of Bucks County

Volunteer Service Guideline

DRIVER - SHELTER

Purpose: Drive agency vehicle, providing transportation for residents to approved locations while maintaining a safe environment en route and adhering to all FSA policies, procedures and standards.

Responsibilities: Transport residents to jobs, school, appointments, child care, meetings, etc. according to transportation log sheet or as assigned. Enforce mandatory use of seat belts at all times and car seats, when appropriate (Children must adhere to safety seat laws; car seats are available). Remind passengers they are not permitted to eat, drink or smoke in the vehicle. Take residents only to destination assigned. Residents may not request other stops. Upon returning to the Shelter, check with Resident Life Associate (RLA) for next assignment. Immediately inform RLA of any problem(s) you encounter with residents. Inform both the RLA and the Resident Life Supervisor of any problem(s) with the functioning of the vehicle. Call the RLA immediately if for any reason you are unable to complete your ride. Adherence to Family Service mission and Volunteer Policies and Procedures.

Time commitment: At least one shift per week, Monday – Friday: 6 am – 10 am; Monday, Wednesday, and Friday 10 am – 2 pm

Site: 7 Library Way, Levittown, PA 19056

Qualifications: HS diploma. Enjoys working with people, is reliable and exhibits a professional manner. Valid driver's license and clean driving record. Ability to be insured. Ability to use GPS and cell phone. Available to work scheduled hours. May occasionally fill in for other drivers. Excellent communication skills. Familiarity with Bucks County. Respect for confidentiality.

Controlled Substances: Any volunteers who drives an agency vehicle as part of their volunteer duties will be subject to testing for controlled substances prior to volunteering. The same volunteers will be subject to testing for controlled substances under all other conditions defined for agency employees. Any volunteer refusing testing for controlled substances will be terminated.

Skills: Experienced, licensed driver.

Physical Requirements: Hearing within normal range; ability to speak clearly and have vision within normal range; sit for long periods of time; bend and reach; demonstrate physical and emotional stability to be able to work in a busy setting. Light lifting may be required. Ability to communicate in English.

Training: Family Service Volunteer Orientation, Recognizing and Reporting Child Abuse, on the job training and location training. Relias Driver safety course.

Supervisor: Housing Case Management Supervisor, Volunteer Coordinator
For additional information contact: Volunteer Coordinator

Volunteer Signature

Date

Supervisor Signature

Date