

***Volunteer Driver Position Description  
Aging Services for Communities (ASC)***

***212 S. 1st St., PO Box 7  
Montgomery, MN 56069  
507-364-5663***

**POSITION TITLE:** Volunteer Driver

**PURPOSE OF JOB:** To provide safe and reliable transportation requested by families or individuals to help them access necessary services.

**DUTIES OF POSITION:** To be a careful and responsible driver. To meet requests promptly as assigned. To call immediately if unable to keep an assigned request. To report any problem stemming from a transportation assignment immediately.

**JOB QUALIFICATIONS:** Must have a valid driver's license and good driving record (Records will be checked yearly). Must drive own car realizing you are not reimbursed for expenses incurred. Must have vehicle liability insurance policy at least at State minimums but is strongly encouraged to have the maximum. Must have access to a cell phone or be willing to stop and use pay phones. Vehicle is mechanically sound and is equipped with seat belts which will be used and enforced use by passengers. Must follow recommendation that under 13 years of age will be placed in the rear of the vehicle, and child restraint (seats, chairs) will be properly used for all children under 80 pounds; at minimum by MN State Law, a child under 4 be secured in a safety approved child restraint seat & anyone under 20 pounds and less than 1 year of age must be in the back seat and rear facing. Willing to have small adults ride in the back seat if passenger airbags are present and activated.

Must have a clear criminal background check.

Drivers will be encouraged to take a Defensive Driving Course.

**REQUIRED COMMITMENTS:** Must enjoy being with people and have desire to help with transportation of individuals with needs for transportation. Must follow volunteer driver Code of Conduct, including completing a Volunteer Driver Incident Report for any accidents or injuries that occur during transportation services.

**JOB BENEFITS:** Satisfaction of working with persons in need.  
Mileage Reimbursement at the Federal Rate.