

DIOCESE OF CHARLOTTETOWN

Volunteer Driver

Overview

The purpose of this ministry is to provide transportation for parishioners for approved activities.

Activities/Responsibilities

- Is a responsible adult who is properly licensed and aware of seatbelt legislation.
- His/her vehicle is considered to be free of mechanical defects and covered by a minimum of \$1,000,000 passenger and public liability insurance.
- Is required to complete the Volunteer Driver Form.
- Receives list of persons, emergency information/procedures and locations of participants scheduled for transportation from Ministry Coordinator/pastor.
- Ensures appropriate action is taken in the event of an emergency.
- Observes confidentiality regarding the personal matters of the participant.
- Supervises, as required, individuals who are being transported.
- Keeps a record of all trips (including dates and times) to be given to Coordinator/Pastor.
- The Volunteer Driver must have access to a cell phone in case an emergency arises.
- When transporting children under 18 years, there must be a **second adult** in the car.
- When transporting children under 18 years, completion of Parent/Guardian consent forms are needed.

Skills, Experience and Personal Qualities

- Is a responsible adult participant in parish or known by the parish.
- Must not consume nor have cigarettes, alcohol, nor illegal drugs in the vehicle.
- Is able to communicate well with others, friendly and trustworthy.
- Is comfortable with accountability, confidential and sensitive to the observance of proper boundaries.

Working Conditions

Driver is responsible to assess road and weather conditions to ensure it is safe to travel. 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.

Screening Recommendations

This is a **High Risk** position, needing completion of a Use of Private Vehicle Form, copy of Volunteer Driver's current Driver's Licence and Insurance Policy, an interview and personal references and a Vulnerable Sector Criminal Record Check.

This ministry position description generally reflects the Ministry of Volunteer Driver currently practised at _____ Parish.

Parish Volunteer Screening Committee

Pastor

Date

Adaptation by the Diocese of Charlottetown May, 2010