



## Archdiocese of Regina

### **VOLUNTEER DRIVER**

#### **Overview**

The purpose of this ministry is to provide transportation within the parish boundaries to parishioners requiring it.

#### **Activities/Responsibilities**

- Receives 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.
- Brings to the attention of the Coordinator any matters related to changes in health and/or needs of the person.
- Observes confidentiality regarding the personal matters of the participant.
- At the comfort level of the participant, the Volunteer Driver may engage in brief conversation.
- Telephones the parish or Ministry Coordinator if an unforeseen situation arises which will result in a major delay.
- Must 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.**

#### **Other specifics:**

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## **Skills, Experience, and Qualifications**

- Is known in the parish community, participates in parish life and is of good character.
- Must be at least 18 years of age and have an unblemished driving record.
- Must hold a valid Saskatchewan Driver's License for the class of vehicle driven 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 fit 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 or her person when driving.
- Must carry valid liability insurance as required under legislation in the Province of Saskatchewan and to the limits previously specified.
- 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 the 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.
- Is recognized within the parish community as a person of good reputation.
- In cases of emergency, knows contacts and/or procedures.

## **Personal Traits and Qualities**

*(The following description may be of assistance to those considering this position)*

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

## **Orientation and Training**

- Standard Parish orientation program.

### **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**

- \_\_\_\_\_ year term.

### **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.
- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week or \_\_\_\_\_ hours per month.
- Must be able to attend the orientation session.
- The Parish is not responsible for any parking tickets or any traffic violations.

### **Screening Recommendations**

- This is a High Security position.
- Completion of a Volunteer Information Form is required.
- Completion of a Volunteer Driver Form is required.
- A copy of Volunteer Driver's current Driver's Licence and Insurance Policy are required.
- An interview and personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.
- Participant follow-up will be conducted.

**This ministry position description accurately reflects the Ministry of Volunteer Driver currently practiced at \_\_\_\_\_ Parish.**

(Parish Name)

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor or Designate

\_\_\_\_\_  
Date

**Prepared by the Archdiocese of Regina**  
*Adapted from the Archdiocese of Toronto*