



ICS Volunteer Job Description: Driver

Volunteers should embody the ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation

Program Description: Transportation Program, Senior Services Dpt.

The Senior Services Dpt. provides assistance and services to older adults and adults with disabilities, supporting their ability to live independently in their own homes, without the need for institutional care. The Transportation Program offers participants free transportation, enabling them navigation to important appointments and other locations crucial to their wellbeing.

Job Description: As a Driver, use your personal vehicle to pick up a participant from their home and safely transport them to-and-from their medical appointment. There is usually only one destination per ride, unless otherwise scheduled by the ICS office. Mileage reimbursement offered. Training provided.

Job Details:

- Receive an assignment from the Transportation Coordinator
- Contact the participant 2 days prior and on the morning of the scheduled ride to confirm pick up
- Pick up the participant from their home, and assist them into your vehicle
-Volunteers are not to engage in any physical lifting of the participant while assisting them
- Transport the participant to their medical appointment, walk with them into the reception area if requested
- Wait for the participant, or return to pick them up at a designated time
Transport the participant home and assist them out of the vehicle
-Volunteers are not to engage in any physical lifting of the participant while assisting them
- Communicate with ICS staff in case of unexpected circumstances

Reports to: Transportation Coordinator

Location: Participant pick up and drop off destinations will vary, volunteers may choose the Zip Codes they serve in

Time Commitment:

Frequency: Volunteer chooses what days and how often they take rides

Availability: Monday-Friday, between the hours of 8am-4pm, shift lengths will vary

Required Qualifications:

- Completion of ICS Volunteer Registration
 - >Application & Handbook
 - >Criminal & Driving Record Background Check (Renewed every 3 years)
 - >Two References
- Completion of Department Requirements
 - >Obtain a Fingerprint Clearance Card (Renewed every 6 years)
 - >Complete Level 1 Background Check (Renewed Annually)
- Be in the possession of a reliable, working, and clean vehicle
- Have no moving or traffic violations in the last 3 years
- Proof of current Car Insurance for the continued duration of active service
- Proof of current Drivers License for the continued duration of active service
- Proof of current Vehicle Registration for the continued duration of active service
- Ability to navigate the city with GPS or other means in order to arrive at your destination in a timely manner, if necessary

Skills and Abilities:

- Have a friendly and sociable attitude while providing services
- Willingness to engage in pleasant conversation with the participant, or offer a quiet and peaceful ride otherwise
- Willingness to assist participants into your vehicle, without engaging in any lifting
- Willingness to wear a mask if requested by the participant
- Patience with older adults and adults with disabilities
- Someone who is reliable and dependable to their commitments
- Ability to communicate with ICS staff via phone and email

To begin volunteering in this position, please contact the Volunteer Engagement team by calling 520-536-9308 or emailing volunteer@icstucson.org