ICS Volunteer Job Description: Driver, Care-a-Van

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 Care-a-Van Driver, use the ICS Care-a-Van to pick up an ICS program participants 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. The van has a ramp for participants who require wheelchair access to get into the vehicle. Participants must be able to transfer themselves. 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 ICS Care-a-Van and keys from the NW ICS Office, 2820 W. Ina Rd.
- Pick up the participant from their home, and assist them into the van
  -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 van
  -Volunteers are not to engage in any physical lifting of the participant while assisting them
- Return the ICS Care-a-Van and keys to the NW ICS Office, 2820 W. Ina Rd.
- Communicate with ICS staff in case of unexpected circumstances

Reports to: Transportation Coordinator

Location: Van pick up at the ICS Northwest Office, 2820 W. Ina Rd. Tucson, AZ 85741. Participant pick up and drop off destinations will vary. Volunteer chooses 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)
- 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
- Comfortability and understanding of operating a van or similarly sized vehicle
- 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