

Volunteer Position Description

Job Title:	Volunteer Transportation Network Driver
#of Vol. wanted	10
Purpose of Assignment:	To transport patients who need assistance with travel to and from the Medical Center and/or the CBOC.
Using Service:	Voluntary Service
Department & Location:	Voluntary Service-Uptown and Downtown Divisions/CBOC
Site Supervisor and Phone:	Hospital Service Coordinator Ext - 7256
Time Requirements:	8:00 a.m. to 4:30 p.m., Monday thru Friday, or any portion as agreed upon.
Specific Duties: Please continue on separate sheet if additional space is needed.	<p>Volunteers will coordinate the operation of the Volunteer Transportation Network (VTN) with volunteer drivers and patients needing transportation to and from the Medical Center for appointments.</p> <p>Volunteer may be called up to operate a van to transport patients to and from the Medical Center for appointments, maintain required records, use the van's communication equipment (radio, telephone, pager), observe all safety policies and precautions, vehicle maintenance (pre-during-after-scheduled-unscheduled-emergency) and educate passengers</p>
Qualifications & Training Required:	Valid driver's license, proof of insurance, DMV background check, health physical by Employee Health and annual driver training.
Performance Evaluation:	Annual
Risk Sensitivity:	Low Risk/ Non Sensitive
Volunteer Signature:	