

Volunteer Driver Job Description

A Volunteer Driver is an essential member of *The Kennector* team offering a much-needed service to our Kennebunk, Kennebunkport and Arundel neighbors.

Each Volunteer Driver applicant will be thoroughly screened due to the risk associated with working in an unsupervised setting and using personal vehicles to transport passengers. In addition to submitting an application, volunteers will be required to complete an interview, a reference check, and a criminal background check.

Training

- Drivers will receive an orientation explaining the purpose, scope and policies of *The Kennector program*. Training will also include how to best serve customers and what to do in case of an emergency.
- Each driver will receive a Handbook for future reference.

Responsibilities

- Attend an initial orientation/training session when first hired, and encouraged to attend periodic Driver Workshops that feature speakers from the community on topics of interest to drivers.
- Update your availability on a regular (weekly/monthly) basis.
- Promptly notify the Ride Coordinator if an assignment cannot be completed.
- Be punctual and dependable in picking up the client at the scheduled time.
- Perform regular vehicle maintenance to ensure safety of both clients and driver.
- Provide annual updates on vehicle insurance policy and registration.
- Follow safe driving procedures at all times including pulling over to use the phone.
- Ensure that all passengers are wearing their seatbelts and following safety procedures.
- Report any wellbeing, health or safety concerns regarding a passenger to the Ride Coordinator.
- Provide a friendly and caring conversation along the way and diplomatically avoid controversial and provocative topics.
- Keep all client information confidential.
- Report any incidents, accidents, or concerns to the Ride Coordinator immediately after they occur.

Time Requirement

- Flexible, based on your availability.

Other Requirements

- A current, valid Maine driver's license.
- A clean criminal background check (cost covered by Town of Kennebunk).
- Own a vehicle that is registered and insured in Maine and is in good condition (i.e., suitable for carrying passengers).
- Present with no health conditions that may impair your ability to drive safely (e.g., vision, hearing, perception, reflexes, certain medications, etc.).
- Be physically able to safely assist clients into and out of your vehicle.
- Maintain an emotionally stable, friendly, understanding and compassionate attitude, respectful of the driver situations and life experiences of our clients.
- Demonstrate good verbal communication skills.
- Enjoy serving others.

Benefits

- A flexible schedule determined by your availability and desire to serve.
- Reimbursement for occupied miles, if desired, and mileage credit for unoccupied miles.
- Opportunities for personal growth through meeting new people and having new experiences.
- A sense of personal gratification from helping others and giving back to your community.
- Receive formal and informal recognition and appreciation for the difference you make by helping members of your community.