

FCSS Volunteer Program

Program	FCSS Volunteer Driver Program
Program Description	To provide transportation for clients of community of Manning and area. This may be for the attendance of individuals to health care appointments, treatments or programs provided for client educational purposes.
Location	Manning, Deadwood to Hawk Hills
Day/Time/Shift	Volunteers will be scheduled as determined by FCSS.
Volunteer Qualifications	<ul style="list-style-type: none">• Must be physically and mentally capable of accomplishing the various responsibilities with this program.• Must be friendly and patient with clients• Must be able to provide a Criminal Record check for determination of acceptance.• For instructional purposes, communication and for the safety of the client, volunteers must be able to read, write and understand Basic English.• Be a minimum of 18 years of age.• Must possess a valid, qualifying operator's license relevant to the vehicle being operated.• Must provide a FCSS with an annual driver's abstract.• Must possess 2 million passenger liability insurance on their personal vehicle, if being utilized.• Must have informed their insurance agent of their intent to utilize their personal vehicle while participating in the FCSS Volunteer Driving Program• Must provide Volunteer Resources with written confirmation from the insurance company that the insurance agent/company is aware of their intent to utilize their personal vehicle in the program.• Must provide a mechanically safe vehicle.• Must report any injuries/incidents involving the client and/or yourself, the volunteer, to FCSS.• Must have a cell phone in case of emergency
Duties	<ul style="list-style-type: none">• Drive the client to and from the scheduled appointment as instructed• Assist the client as required and as trained by the staff in the area you are providing assistance.• Practice safety procedures as instructed by the staff in charge of your program area.• Follow the instructions of FCSS who scheduled your assignment.

FCSS Volunteer Program

Staff Responsibilities

To provide initial orientation & training.

- To provide assistance to the volunteer as required.
- Ensure all Volunteer qualification criteria are met.
- Schedule volunteer as required by program or clients.
- Supervise volunteer(s), as necessary.

Orientation & Training

Volunteer Resources orientation.

- Volunteer Driver job description and training manual.

Volunteer Driver (Printed Name)

Signature

FCSS Director (Printed Name)

Commencement Date

Revised Date