



St-Nicholas Parish Position Description

Position	Volunteer Driver	
Accountability	<ul style="list-style-type: none"> • Organizing Ministry Coordinator • Pastor 	
Ministry Purpose	To provide safe, direct transportation to and from Parish sanctioned events as directed by the organizing Ministry Coordinator or Pastor.	
Participant Group	Those needing transportation within the Parish community.	
Activities & Responsibilities	<p>Knows in advance the number and names of persons to be transported. Has a cell phone with them during the trip and has all emergency contact numbers. Travels directly to the destination via a predetermined route given to them (i.e. no unscheduled stops). Conversation at the comfort level of the person(s) being transported. Observes confidentiality regarding any personal matters of the person(s) being transported. Reports to Min. coordinator/Pastor any matters regarding health or needs of the person(s) – this includes inappropriate behavior of the person(s) being transported. In the event of unforeseen circumstance involving any delays; phones Min. coordinator as soon as is possible.</p>	
Skills & Qualifications	<p>Should be an active parishioner, honest, trustworthy and a person of good reputation. At least 19 years old with a good driving record. Is able to communicate well with others, and is friendly & patient. Ability to work well in a team. Comfortable with being accountable and observes boundaries. Driver's vehicle should be mechanically sound with seat belts for all passengers. Drivers shall not carry more passengers than seat belts. Must have sufficient valid insurance, 3rd party insurance & excess underinsured motorist package. Have a valid license upon them when driving; Class 5 (ideally unrestricted class 4). Must not drink or have alcohol in the vehicle and must not smoke in the vehicle. Must be a conscientious driver & abide by the rules of the road.</p> <p style="text-align: center;">N.B. If there are any changes in your driving record, condition of vehicle, insurance coverage or ability to drive, the parish screening coordinator and/or Pastor should be informed ASAP.</p>	
Time Commitment	Variable.	
Duration	1 year – renewable.	
Orientation & Training	Instructions from relevant Ministry Coordinator prior to event and responsibilities as outlined by Parish Screening Coordinator.	
Support, Supervision & Evaluation	<ul style="list-style-type: none"> • Organizing Ministry Coordinator • Pastor 	
Position Level	HIGH TRUST	
Screening Procedure	<ul style="list-style-type: none"> • Receive position description • Interview • 2 reference checks • Police Record Check 	<ul style="list-style-type: none"> • Sign Code of Conduct • ICBC Driver Abstract required annually • Photocopy of current driver's license and vehicle registration & insurance required annually
<p><i>This position description is subject to change at the Pastor's discretion. In the event of any changes, you will be given an updated position description.</i></p>		
Date received:		
Printed Name & Signature:		