

Johnson County Human Services & Aging Volunteer Job Description

Catch-A-Ride Driver

Position Summary

Providing transportation to Johnson County residents in need of rides to essential appointments

Work Location

Transportation from client's home to various essential appointments in Johnson County and medical appointments within close proximity to Johnson County, i.e. KU Medical Center, St; Luke's on the Plaza, etc.

Duties and Responsibilities of Volunteer

- ✓ Attend program orientation and training
- ✓ Wear Volunteer name badge when performing Catch-A-Ride duties
- ✓ Place Johnson County Human Services & Aging placard in front or back window of car
- ✓ Provide door-to-door transportation service
- ✓ Will not enter a client's home except for emergency reasons
- ✓ Will not provide physical assistance to client, except for hand-on-elbow
- ✓ Will transport client only to the destinations originally set by program staff; no additional stops allowed
- ✓ Report to program staff any unusual situations and requests outside these guidelines
- ✓ Maintain a clean interior of car that transports clients
- ✓ Maintain good repair of car that transports clients
- ✓ If need to cancel a ride or in event of late arrival, please notify program staff as soon as possible.
- ✓ In the event of a vehicle accident, please contact the police and program staff immediately
- ✓ In the event of a client accident, assess the situation and either call 911 or take appropriate action. Contact the program staff to inform of action taken
- ✓ Inform Volunteer Coordinator of personal contact information updates, availability changes

Qualifications

- ✓ Driver must be 25+
- ✓ Provide your own vehicle
- ✓ Provide valid driver's license and submit current auto insurance annually
- ✓ Ability to work independently and follow directions as a team member
- ✓ Good work habits such as punctuality, dependability, honesty, open communication and ability to adapt to change
- ✓ Ability and willingness to support the mission of the organization
- ✓ Ability to relate to people; friendly, supportive and compassionate attitude
- ✓ Prefer volunteer to have a personal email account

Time Commitment

- ✓ Will drive at minimum once every ninety days, unless otherwise arranged with program staff

Catch-A-Ride Program Staff

Barb Gerhard
Catch-A-Ride Coordinator
913.715.8900
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Connie Klein
Catch-A-Ride Assistant
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Responsibilities of Human Services & Aging

- ✓ Orient and train volunteers
- ✓ Make available defensive driving course
- ✓ Keep volunteers informed of program updates and changes
- ✓ Work with volunteers to coordinate time and schedule
- ✓ Manage program to optimize volunteer safety

Benefits

- ✓ Involvement in a volunteer activity that Make a positive impact on lives of individuals, their families and the community
- ✓ Personal satisfaction in helping HS/A clients continue independent living

Required Forms and Documentation

- ✓ Valid driver's license and current auto insurance annually
- ✓ Volunteer application
- ✓ Code of Ethics
- ✓ HIPAA
- ✓ Confidentiality

Volunteer Coordinator

Benita Webber

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The Volunteer Coordinator has reviewed this job description with me. My questions and concerns have been answered. I understand I am free to contact the Volunteer Coordinator at anytime to discuss further questions.

Volunteer's Signature

Date

Volunteer Coordinator's Signature

Date