



# NORTH RENFREW LONG-TERM CARE SERVICES INC.

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## VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Volunteer Van Driver

REPORTS TO: Community & Volunteer Services Worker

### POSITION SUMMARY:

Transports clients of The North Renfrew Long-Term Care Services Inc. in the organization vans.

Minimum time requirement approximately 1 - 2 hours per week. (Varies according to driving assignment)

### RESPONSIBILITIES/DUTIES:

- To provide safe transportation in accordance with the procedures of North Renfrew Long-Term Care Services Inc. and to abide by the Highway Traffic Act.
- To inform the Centre of any charge or ticket under the Highway Traffic Act or of any other serious driving or criminal offence or any medical condition that may affect their driving ability.
- To be punctual for all driving assignments and to notify the Centre as soon as possible when unable to fulfil volunteer assignment.
- To follow the procedures as outlined on the Van Procedure sheet.
- To participate in an annual driving review.
- To be physically able to assist clients in/out of the van.

### QUALIFICATIONS:

- Possess a valid Class G driver's license.
- Provide a clear Criminal Record Check.
- Be a well experienced driver and have an excellent driving record.
- Have good interpersonal skills.

**THE NORTH RENFREW LONG-TERM CARE CENTRE IS A SMOKE-FREE WORKPLACE.**