



## **Irvine Senior Services Volunteer Assignment Description**

**Job Assignment:** Non-Emergency Medical Appointment Driver

**Program Description:**

- To provide transportation for adults 50 and over to and from medical appointments within Irvine/Orange County. Volunteer may accept or decline transportation assignments.

**Duties:**

- To be a careful and responsible driver
- To meet request(s) as promptly as possible
- To call immediately if unable to keep an assigned request
- To provide a monthly total of volunteer hours
- To contact participant within 48 hours once transportation request has been accepted and assigned.

**Hours:**

- Determined by needs – Weekdays from 9am to 5pm.
- Minimum 6-month commitment

**Skills, Abilities and Knowledge:**

- The volunteer must have the ability to communicate courteously and effectively with participants, other volunteers, and staff.
- Fluency in another language is a plus, but not required.

**Other:**

- Volunteers may track mileage for personal tax purposes, but will not receive compensation for fuel, vehicle maintenance, or any other cost incurred in conjunction with this volunteer assignment.

**Requirements:**

- Must be at least 21 years of age with vehicle in good operating condition.
- The volunteer must conduct themselves in a responsible and caring manner and maintain strict confidentiality.
- Careful and responsible driver.
- Able to call immediately if unable to keep an assigned request. Access to a cell phone. Checks email frequently.

**Additional Requirements:**

- Complete appropriate paperwork
- Provide copy of current driver's license and automobile insurance

- Pass a background check, paid for by the City of Irvine
- Abide by the City of Irvine's Patron's Code of Conduct and the Senior Services Code of Conduct

**Benefits:**

After completing a minimum of 20 hours in a calendar year, volunteers will receive an invitation to our annual Volunteer Recognition event.

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