

TRI-CAP TRANSIT CONNECTION & VOLUNTEER DRIVER PROGRAM
Volunteer Assignment Description

Contact Person:

Linda Elfstrand, Transportation Program Director
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320-257-4445, 800-600-7498 ext 4445

Purpose:

To provide transportation to Central Minnesota residents, for medical appointments, Social Service appointments, group meetings, visitations, shopping or other needs.

Responsibilities:

The driver will provide rides for passengers as assigned by Tri-CAP within Benton, Morrison, and Stearns Counties, the surrounding area, and the Twin Cities. Driver preference regarding large metropolitan area trips should be made known to the Transportation Department. Volunteer preferences regarding passenger gender, trip length, days of the week, etc., can be specified by the volunteer and will be honored by the scheduling staff.

Driver is to be on time for all appointments to assist passengers in and out of buildings and in and out of cars. Driver must require all passengers to wear seat belts.

Driver may assist a handicapped adult passenger by lending an arm. Driver will request the help of medical facilities or family when transporting adults who need higher levels of assistance.

Drivers must submit to Tri-CAP by the 4th day of the following month, monthly travel vouchers stating passenger names, place of appointments, miles and time expended.

Qualifications:

The driver must be at least 21 years old, have a valid driver's license, have a clean driving record without ticketed violations for the past five years, have never had a DUI, DWI or felony conviction, no criminal history of theft, assault or similar issues, and be free from any drug/alcohol influence. The driver is required to carry automobile insurance as required by MN State Law and to notify the insurance company of the volunteer driving position. The driver is expected to maintain the auto in safe working condition.

Any driver receiving two or more ticketed violations during any five year period, whether on or off duty with Tri-CAP will be released from volunteering as a driver. Driving record reports will be checked semi-annually by the Transportation Director. A medical statement verified by the driver's physician and vehicle checklist completed by a certified mechanic are required annually.

A driver must keep all names and information about passengers CONFIDENTIAL. Any release of information is a violation of the Data Privacy Act. Friendliness, reliability, courtesy and the ability to be non-judgmental and accepting of different lifestyles and values are necessary attributes for the position. When known, volunteers are advised of any special circumstances or conditions that may be involved. (Children, developmental disabilities, health conditions.)

Supervision:

The Transportation Department will complete initial interview and training. Driver will have frequent contact with the Transportation Department to receive ride instructions. The driver will share any concerns or problems relating to passengers or assignments with the Transit Director or Volunteer Scheduling Coordinator immediately. Comments of concerns about passengers are not to be discussed with anyone else.

Benefits:

Mileage reimbursement is paid at the current IRS federal reimbursement rate. A \$4.00 per day startup for providing supportive services is also available to drivers who are enrolled under the Retired Senior and Volunteer Program and is non-taxable under the Domestic Volunteer Services Act Amendments of 1979. If transportation expends the major part of the driver's day, reimbursements for meals will be provided.

To qualify for meals, the driver must be gone for more than 3 hours between 11:00 a.m. and 1:00 p.m. for lunch, 4:30 and 6:30 p.m. for supper. Breakfast can be reimbursed if the driver leaves home before 7:00 a.m. Meal receipts must follow the qualified guidelines outlined in the volunteer driver handbook to be reimbursed up to these limits: \$4.00 Breakfast, \$5.50 Lunch, and \$6.50 Supper. Parking fees are also reimbursed. Receipts for meals and parking must be submitted with the monthly travel voucher.

Excess Automobile Liability and Personal Liability cover volunteer drivers while engaged in volunteer assignments.

Time commitment:

A commitment of six months is necessary. After completion of the initial six-month period, the volunteer and program director will determine if there are any issues with continuation of the assignment. Specific time available during the week will be agreed upon between the volunteer and agency and can be flexible.

Location of Assignments:

Driver may specify certain geographic areas or be available for travel throughout the state. In fairness to everyone it is expected that all volunteers be willing to drive a combination of short and long trips.