



## **VOLUNTEER – DRIVERS**

North Eastern Ontario Family and Children's Services is dedicated to working together for the well-being and safety of children, youth and families through responsive programs and services that are innovative, evidence-based, and designed to meet the unique needs of those we serve. Our volunteers play an important role and contribute to the overall care and well-being of children, youth and families right here in our community.

### **SEEKING VOLUNTEER DRIVERS**

**Hearst, Kapuskasing, Moonbeam, Smooth Rock Falls, Cochrane, Iroquois Falls, Matheson, Timmins, Kirkland Lake, Englehart, New Liskeard, North Cobalt**

In collaboration with the Volunteer Coordinators, a volunteer driver helps by transporting children and youth to various appointments or scheduled activities. Agency staff place a request for a drive with the Volunteer Coordinator, who in turn works with the volunteers preference for frequency and distance in assigning the drive.

A valid driver's license, clear driver's abstract and proof of adequate insurance is required for this position. Volunteers using personal vehicles to transport children under 200 kilometers are compensated per kilometer. NEOFACS provides a rental vehicle and reimburses expenses\* for transportation that exceeds 200km.

*\*For more information about reimbursement and vehicle rentals, please contact a Volunteer Coordinator.*

#### **Responsibilities:**

- Drive children to visit with parents, or parents to visit with children;
- Drive clients to and from medical and legal appointments, or Agency appointments;
- Assist children in dressing in outerwear if necessary;
- Placing children in car seats;
- Recording mileage on monthly time sheet;
- Provide an annual medical report;
- Provide proof of Automobile Insurance annually and
- Report Serious Occurrence if necessary.

#### **Qualifications:**

- Reliable vehicle
- Possess a good driving record
- \$1,000,000 P.L.P.D. insurance coverage
- Responsible, neat and personable
- Non-judgmental and patient
- Relates well to children
- Respect for confidentiality

**NOTE:** All vehicles must be equipped with approved tether bolts so that infant/toddler car seats may be secured. If the vehicle is equipped with a passenger airbag, children under the age of 13 must sit in the rear seat using a seat belt.

#### **HOW TO APPLY**

Complete an [application](#) or send a resume and cover letter outlining your interest to [volunteer@neofacs.org](mailto:volunteer@neofacs.org). A Volunteer Coordinator will contact you to begin the application and screening process.

For more information about Volunteering with NEOFACS visit [www.neofacs.org](http://www.neofacs.org).