Greater Oregon Behavioral Health, Inc.
Volunteer Driver Position Description

Title:	Volunteer Driver	**Department:**	NEMT
Reports to:	NEMT Support Specialist	**Effective Date:**	June 2022
FLSA Status:	Volunteer	**Position Grade:**	N/A

Summary:
GOBHI provides non-emergent medical transportation and the Volunteer Driver assists in meeting these needs for our members. This program helps take our members to approved appointments.

Essential Volunteer Functions and Duties:
- Transport members to and from the destination authorized by GOBHI;
- Communicate with GOBHI regarding transportation arrangements;
- Follow all traffic laws, including use of seat belts and child safety restraining devices;
- Follow all other laws and regulations;
- Immediately report any unusual event, problems, or difficulties with members to NEMT Support Specialist or NEMT Supervisor;
- Use software to report trips/miles/hours of service and submit as required;
- Follow all NEMT volunteer policies;
- Observe HIPAA regulations;
- Take and comply with all required training.

Required Skills/Abilities:
- Communication skills;
- Punctual;
- Handles highly sensitive and confidential information;
- Able to use basic technology;
- Knowledgeable with all applicable state driving laws;
- Resilient, stays positive and solution-oriented;
- Only use vehicle that has successfully passed GOBHI inspection;
- Maintain good driving record and required vehicle insurance.

Education and Experience:
- Valid driver's license with a minimum of five years driving experience.
- Must pass background check

Physical Requirements:
- Position requires regular travel within service delivery area and some out of service area travel including overnight travel.
- Position requires driving a vehicle.
- Must be able to lift up to 20 pounds at times.

_____ _____
Volunteer Signature Date

_____
Print Volunteer Name