

Volunteer Position Description

Position Title:	Security – Shuttle Driver
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Operate the Shuttle Service minivan in a safe manner to provide courteous, convenient transportation to and from the hospital parking lot.	
Qualifications:	
<ul style="list-style-type: none">• Must be a licensed driver in Kentucky and have a safe driving record• Display a courteous, congenial, helpful attitude to the public• Able to provide elbow-arm assistance to passengers (no lifting is permitted).• Demonstrate ability to operate minivan safely after proper training (see checklist).• Must be able to drive in rain	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Provide directions• Operate the minivan in a safe manner to provide courteous, convenient transportation to and from the south patient lot• Provide “elbow support” assistance to passengers entering and exiting vehicle as necessary• Secure the vehicle at the end of the shift• Return keys and radio to Security	
Key Accountabilities:	
<ul style="list-style-type: none">• Operates the minivan in a safe manner• Provide courteous, convenient transportation• Maintains patient confidentiality• Maintains regular weekly schedule	
Time Commitment:	
<ul style="list-style-type: none">• Volunteer generally works one day per week for a 3 ½ hour shift, either 8am – 11:30am or 11:30am – 3pm.• The shuttle service is offered Monday through Friday 8am to 3pm.	
Uniform:	
<ul style="list-style-type: none">• Approved volunteer uniform	