

Transportation – Program Leader

Position Description:

Provide leadership and a point of contact for those needing transportation and those willing to provide it. Initially, this program will be focused on helping people with transportation needs to attend services and classes. The program may expand to include helping the elderly with transportation to appointments.

Qualifications:

- Christian adult
- Good communication skills
- Map reading skills
- Must have access to the Internet and email for communicating with drivers and accessing contact information on the congregation website.

Responsibilities:

- Responding in a timely manner to requests for transportation, or sudden changes in a driver's availability.
- Developing policies and procedures for the operation of the Transportation program in cooperation with the Benevolence deacon. Policies should cover:
 - Backup plan for communication when you are unavailable
 - What to do when last-minute changes occur
 - How to track and identify misuse (frequent or short notice cancellations)
- Ensure that drivers are qualified and properly insured.
- Ensure the driver has adequate space in vehicle for additional riders and is aware of any special requirements such as wheel chair or child safety seats.

Ministry Deacon Contact:

Forrest Boozer

Time Commitment:

Undetermined at this time – estimating an average of 2 hrs per week. Will vary with usage.

Revised 3/12/11