

# Volunteer Job Descriptions

## Transportation Services, Northern Dauphin

Location: Varies

Time: Varies according to events

Description: TCCA creates programming/services to meet the specific needs of residents living in the community. Based on community need, and in partnership with the Dauphin County Human Services Directors Office, TCCA will provide limited non-emergency, medical appointment transportation, and limited transportation to/from employment and grocery stores for eligible residents living in northern Dauphin County, utilizing a passenger van with volunteer drivers.

Targeted riders will be residents in northern Dauphin County, under the age of 59 and not disabled, able to ride independently and not eligible for MATP (Medical Assistance Transportation Fund) services.

Those interested in driving for the Northern Dauphin Transportation Program will receive State Police and FBI criminal background checks along with ChildLine clearances at the agency's cost. These clearances will be updated every two years. In addition, all drivers will provide TCCA with copies of their driver's license and proof of insurance annually. Prospective drivers will also have a Motor Vehicle Driving Record (MVR) check completed initially and then every two years thereafter also at agency cost. Drivers will have to meet the following criteria:

- No more than two moving violations in the previous two years
- No convictions for a DUI in the past 10 years
- No at-fault accidents in the previous two years
- No hit and run or leave the scene of an accident incident
- Ability to work flexible volunteer hours

Applicants must also have:

The ability to work 10 hours per week with a flexible schedule. Most working hours will be during normal business hours but may vary at times.

Demonstrated customer service skills and an ability to work with individuals from varied backgrounds

All drivers will also sign confidentiality statements. Drivers will be coordinated from TCCA's Elizabethville office.

## Northern Dauphin Van Volunteer Application Process

Due to the nature of this program, application steps are very specific and must all be satisfied before drivers can volunteer. However, TCCA staff is here to help every step of the way to make the process run smoothly. Volunteers should fill out the application located at <https://cactricounty.org/get-involved/volunteer.html>. Applicants may send completed applications to Tri County Community Action, Attention NDTs Coordinator, 1514 Derry Street., Harrisburg, PA 17104 or email completed applications to [volunteer@cactricounty.org](mailto:volunteer@cactricounty.org)

Once applications are received and reviewed, applicants will receive a phone call from the Volunteer Coordinator to schedule an orientation and training appointment. At this appointment, applicants will:

- Complete driver training
- Sign confidentiality agreement
- Complete program forms
- Complete submission of information for Pennsylvania Child Abuse clearance
- Submit copy of Pennsylvania driver's license and valid insurance
  
- The TCCA Volunteer Coordinator will:
  - Contact applicants to schedule their FBI Clearance appointment
  - Notify applicants when their Pennsylvania State Police Criminal Background Check is completed.
  - Coordinate DL-503 (license) check