

# CDL Driver Volunteer Job Description



**Position Title:** CDL Driver Volunteer

**Department:** Fleet

**Reports to:** Fleet and Facilities Manager

Heart to Heart International (HHI) strengthens communities through improving health access, providing humanitarian development and administering crisis relief worldwide. We engage volunteers, collaborate with partners, and deploy resources to achieve this mission.

HHI Volunteer CDL Drivers will respond to HHI program needs, which can include community health events, special events, disaster deployments, etc. HHI strives to maintain a roster of 8 to 10 CDL Drivers with the intention of providing drivers with driving opportunities and training necessary to maintain driving/operating skills.

Volunteer CDL Drivers are an essential part of most domestic HHI Disaster Response Teams (DRT). For disaster deployments, CDL drivers generally would transport our fleet vehicles to a deployment and/or drive them back to HQ. The driver must be prepared to deploy quickly (generally within 24 hours) after being notified that HHI is deploying. Drivers do not need to be available for every disaster deployment but should make reasonable attempts to assist as much as possible.

CDL drivers may optionally complete the DRT Onboarding and Training process, which would make them eligible to stay on deployment and assist as a logistics volunteer. More details on DRT CDL driver requirements are included at the end of this document.

## **Key Responsibilities:**

- Drive and maneuver the Mobile Medical Unit (MMU) in parking lots, parallel parking in short spaces.
  - All positioning of the MMU should begin with a plan of egress from the location.
- Drive in difficult conditions, including but not limited to congested urban traffic under construction, high winds, etc.
- Inspect and review inventory on the MMU before each driving event.
- Report any problems with any HHI vehicle to the Fleet & Facilities Manager.
- Complete all driving logs and records of each driving event.
- Complete incident reports as necessary.
- Safely operate HHI vehicles at all times.
  - Immediately report any circumstance that prevents the safe operation of the MMU or other HHI vehicles.
- Drive HHI vehicles to promotional events or as requested by HHI personnel.
- Perform necessary and authorized maintenance and cleaning on the MMU and other vehicles.
- Demonstrate empathy, compassion, and respect toward people served by HHI.
- Interact with HHI staff and volunteers, volunteers from other partner organizations, and all others at all times in a manner that reflects the principles and values of HHI.
- Orient MMU medical personnel to the MMU.
- Understand where medical equipment and supplies, and general equipment and supplies are located on the MMU.
- Be capable of operating all equipment on board the MMU including but not limited to mobile refrigerators and freezers, GPS devices, satellite phones, fire extinguishers, Stryker cots, wheelchairs, and all other equipment not requiring medical training.

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## Qualifications:

- Flexibility with changing tasks.
- Desire to help fulfill HHI's mission.
- Maintain a good driving history and submit to HHI running their Motor Vehicle Report (MVR) yearly.
- Acquire and maintain a driver's license necessary to drive the MMU.
  - CDL with an air brake endorsement.
- Acquire and maintain required federal DOT physical examinations necessary to maintain a commercial driver's license.
- Submit to and pass federal DOT-required or HHI-required drug tests.
- Good communication and follow through.

## Schedule:

- HHI will email volunteers about deployments and other driving opportunities as they become available. These vary throughout the year. In addition to driving and disaster needs, volunteers will be asked to participate in ongoing education and training.

## DRT Application and Onboarding:

CDL drivers may optionally complete the DRT Onboarding and Training process, which would make them eligible to stay on deployment and assist as a logistics volunteer. CDL Drivers who do not complete this process will only be permitted to transport vehicles to and from deployments.

In addition to the general responsibilities and qualifications listed above for CDL driver role, drivers who complete the DRT volunteer onboarding process are expected to meet the following responsibilities and qualifications:

## Key Responsibilities (DRT Specific):

- Commit to specific time periods up to 2 weeks in duration and be prepared to deploy quickly (generally within 24 hours) after being notified of a deployment.
- Ensure all rechargeable equipment is charged and ready for operation.
- Assist DRT with cold-chain protocols and ensure protocols are followed during transit.
- Assist DRT with other tasks/duties as requested (i.e., data collection and tabulation, inventory control, purchasing food, supplies, and equipment.)

## Qualifications (DRT Specific):

- Must complete full DRT Volunteer application and onboarding process – more details can be found on our DRT FAQs page.
- Must attend a virtual DRT Workshop in order to be eligible to deploy.
- Must be willing to live and work for periods of time in difficult circumstances, including but not limited to housing without power, air conditioning or running water. Overnight housing often requires personnel to occupy common sleeping areas where personal privacy is limited. Accommodation may include the MMU.
- Volunteers should expect that fresh food and potable water may not always be available, and adherence to strict dietary requirements may be difficult.
- Must be willing to work long hours – there are no specific hours of operation for the DRT and long days (12-14 hours) are expected, particularly during the initial phase of a disaster response.