

Local Fleet Driver Volunteer Job Description



Position Title: Local Fleet 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.

Local Fleet Driver Volunteers are essential to HHI. Volunteers in this role should be comfortable with deliveries, transporting HHI vehicles for maintenance or repair, and may be asked to perform other vehicle-related duties. These drivers differ from DRT drivers, as they will not be asked to respond to disaster situations. HHI aims to maintain a roster of 8-10 Local Fleet Drivers. Training is provided for volunteers interested in this role, as they will be driving HHI vehicles.

Key Responsibilities:

- Drive and maneuver large vehicles, such as an F-250 and Sprinter Van on the road, in parking lots, and parallel parking in short spaces.
- Drive in difficult conditions, including but not limited to congested urban traffic under construction, high winds, etc.
- Inspect all HHI vehicles 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 HHI vehicles.
- Drive HHI vehicles to promotional events or as requested by HHI personnel.
- Perform necessary and authorized maintenance on HHI vehicles.

Qualifications:

- Flexibility with changing tasks.
- Desire to help fulfill HHI's mission.
- Maintain a good driving history and submit to HHI running their MVR yearly.
- Good communication and follow through.

Schedule:

- HHI will email volunteers about upcoming needs. These vary throughout the year. In addition to driving needs, volunteers will be asked to participate in ongoing education and training.