

## TRANSPORTATION ALLY – Fort Worth

### Goal

Help our new neighbors with transportation to doctor's appointments, job interviews, and government service facilities.

### Primary Duties and Responsibilities

- If needed, collect van & keys at WR office
- Receive request form from Track it Forward or Volunteer Coordinator
- Arrive at client's home at least 30 minutes prior to their appointment
- Ensure client has all needed documents
- Drop off client at facility
  - *Depending on the type of request accepted, the volunteer may need to assist the client at the facility*
- Assist with pick-up once client is finished; bringing them back home
- Return van & keys to WR office

### Secondary Responsibilities

- Complete all onboarding steps in the Volunteer Portal:
  - Background Check – 5 mins
  - Local Live Orientation – 1.5 hrs
  - E-Learning – 45 mins
  - References – 2 mins
- Review confidentiality and policies in the National Volunteer Handbook
- Log hours via Track it Forward
- Report any concerns or conflicts to Volunteer Coordinator

### Requirements

- If you are transporting children, you will be required to ensure they are properly buckled into their car/booster seats. These can be supplied by World Relief but will need to be picked up at our office if a volunteer is using their personal vehicle.
- All adults will be required to wear seat belts.

### ADDITIONAL INFORMATION

World Relief Address:

1500 N Main Street Suite 200

Fort Worth, Texas 76164

*PLEASE NOTE: Due to the capacity of services that healthcare providers and government facilities are providing, appointments are subject to change at the last minute! We will try our best to communicate when this happens.*