



## VOLUNTEER AGREEMENT & TASK DESCRIPTION

### VOLUNTEER DRIVER TRANSPORT MINISTRY

The Catholic Diocese of Auckland has implemented National Safeguarding standards for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0-18 years) and vulnerable persons.

VOLUNTEER TITLE:	Volunteer Driver Transport Ministry
PARISH:	
VOLUNTEER NAME:	
VOLUNTEER TENURE:	Days per week: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> No. of hours per week: _____
VOLUNTEER REPORTS TO:	PARISH PRIEST/PARISH SECRETARY/ PARISH PASTORAL COUNCIL
<b>MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE</b> To provide transportation within the parish boundaries to parishioners requiring it.	
<b>TASKS</b>	<b>EXPECTATIONS</b>
Provides transportation at the request of the Priest and/or Ministry Coordinator. Keeps a record of visits, including dates and times, to be given to the Ministry Coordinator. Observes confidentiality regarding the personal matters of the participant. Brings to the attention of the Priest or Coordinator any matters related to changes in health and/or needs of the person.	Parishioners who require transport receive the service via this ministry. Those in need or isolated have occasional support and thus have their wellbeing monitored. The Volunteer Driver will hold a current driver's license, comprehensive car insurance, current registration and warrant of fitness and have a clean driving record.

<p>This role will comply with the National Safeguarding Guidelines:</p> <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Code of Conduct for Employees &amp; Volunteers</li> <li>• Safeguarding Training</li> </ul>	<p>Volunteers will receive copies of:</p> <ul style="list-style-type: none"> <li>• Risk Assessment – Pastoral Visitor</li> <li>• National Safeguarding Policy</li> <li>• Code of Conduct for Employees &amp; Volunteers</li> </ul>
<p><b>CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS</b>  Familiarisation with routes to be taken, judicious decisions making in relation to driving in inclement or dangerous conditions, taking full responsibility for any parking tickets or any traffic violations.</p>	
<p><b>TO BE SIGNED BY THE ROLE HOLDER:</b></p> <p>I have read and I understand this task description</p> <p>I have received copies of and had the following explained to me and I understand the expectations:</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <input type="checkbox"/> Risk Assessment </div> <div style="text-align: center;"> <input type="checkbox"/> Safeguarding Training </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Safeguarding Policy </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Code of Conduct for Employees &amp; Volunteers </div> <p style="margin-top: 20px;">Name: _____</p> <p style="margin-top: 20px;">Signature: _____ Date: _____</p>	
<p><b>VERIFICATION / AUTHORISATION (completed by Parish)</b></p> <p>Approved by: _____ (Position / Title) _____ (Name)</p> <p>Date: _____</p> <p>Police Vetting:                      Date Returned:                      Result:</p> <p>NZ Police Vetting Report attached <input type="checkbox"/></p> <p>Safeguarding Training undertaken <input type="checkbox"/> Date: _____</p> <p>Copy of Drivers Licence attached <input type="checkbox"/></p>	