

## **Volunteer Job Description for**

# **Funeral Escort Driver**

**Objective:** To provide safe transit of funeral procession from funeral service to cemetery site.

### **Duties of Drivers:**

- Work with a partner: one to drive vehicle, one to display a hand held stop sign
- Pick up city owned vehicle at Police Department, perform pre-trip safety check, which includes signal lights, etc.
- Report to funeral service site and funeral director
- Confirm funeral procession route
- Take position as lead vehicle of funeral procession
- Proceed in a safe manner, operating at a slow speed in order to allow all procession vehicles to remain together
- Once procession has arrived at cemetery, return vehicle to Police station and drop off keys

### **Additional Duties of Program Coordinator:**

- Act as contact between funeral home and volunteer drivers
- Communicate schedule and funeral location details with volunteer
- Locate two volunteers to act as escorts
- Maintain volunteer roster
- Maintain list of funerals and turn in to FASC office at the end of each month

**Qualifications:** Driver must hold valid MN Drivers' License and pass driving background check as performed by Faribault Police Department, must have ability to safe driving decisions, must adhere to fixed time schedule

**Accountable to:** Program Coordinator and FASC Executive Director