## Transportation Job Description 1/19/2021

## **Skills:**

• E-mail access, use maps on the internet (e.g. Google Maps)

## Purpose:

• The Transportation SIR coordinates rides for Branch 62 members that can't provide their own transportation to and from Branch activities including luncheons, special events, and activities.

## **Duties:**

- Receive phone calls and emails from members that need rides
- Keep a list of members that are willing to provide rides and their home locations
- Coordinate the rides

A map of all of the Branch 62 members is available on the Branch 62 website under Car Pool and can be used to locate drivers that are close to riders.