



SOUTHEAST LINN COMMUNITY CENTER

Thank you for volunteering! We are so grateful for you sharing your time and talents with us. Here is some basic information for your volunteer role.

- If you are ill, please do not come in for a shift. Let us know as soon as possible so we can schedule a substitute.
- We strive for a positive experience for all volunteers & clients. If you have any questions or concerns please don't hesitate to let us know.

Senior Transportation

- Please bring in your driver's license and the declaration page of your automobile insurance so staff may copy. It is the responsibility of the driver to update Southeast Linn when there are any changes to their insurance coverage.
- Follow all traffic and safety laws, including use of a seatbelt by both the volunteer and the client.
- Once you have signed up to transport a client, staff will provide you with the client's contact information and will let the client know you will be picking them up. Please make contact with the client to confirm the time of pickup.
- Assist client in getting into and out of the vehicle as needed, but do not lift or carry clients.
- Record your mileage and time for each ride. Turn this information into SELCC at the end of the month. Mileage reimbursement is available. If you want reimbursed, you must turn in your mileage to SELCC by the 6th of the next month. You will receive your reimbursement check after the monthly board meeting (which is usually held the 3rd Tuesday of each month).
- If you have any questions or concerns, please contact a staff member.
- ***For more details, please ask for a copy of the Senior Transportation Volunteer Packet***