



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 & neighbors. If you have any questions or concerns, please don't hesitate to let us know.

## Transportation

- All drivers will be given our Transportation Packet for review. Everyone must sign our Liability, Confidentiality, and Acknowledgment agreements. A media release agreement is available, but you are not required to sign it.
- Drivers will need to provide a copy of their nonexpired driver's license and the declaration page of their automobile insurance. (We can make a copy for you if that's easier.) It is the responsibility of the driver to update Southeast Linn when there are any changes to their insurance coverage.
- Drivers must follow all traffic and safety laws, including use of a seatbelt by both the volunteer and the neighbor.
- Once you have signed up to transport a neighbor, staff will provide you with the neighbor's contact information and will notify them that you will be picking them up. Please make contact with the neighbor at least one day in advance to confirm the time of pickup.
- Assist neighbor into and out of the vehicle if needed, but do not lift or carry them.
- Record your mileage and length of time for each ride, but only when the neighbor is in the vehicle with you. Turn this information into SELCC at the end of the month. Mileage reimbursement is available upon request. If reimbursement is requested, you will be notified when your check is ready to be picked up.
- If you have any questions or concerns, please contact a staff member.

\*\*\*For more details, please refer to the Transportation Packet you were given (or ask for another copy.)\*\*\*