

Volunteer Driver Position Description

Main Duty :

Drive ITN customers (seniors and people with visual impairments) wherever they want to go within the service area. Medical appointments, shopping, and to visit friends are frequent destinations.

Time Frame :

Length of Commitment : One year, three hours/month (more if possible).

Schedule: Flexible. We will accommodate you.

Qualifications Sought :

1. Valid driver's license and three years driving experience.
2. Acceptable record of safe driving (no moving violations for three years) and clean criminal history check.
3. Proof of liability insurance for vehicle.
4. Current registration and inspection sticker on vehicle, if applicable.
5. Personal references from three non-relatives.

Benefits :

1. Make a difference in someone's life.
2. See the face and hear the voice of the person you are helping.
3. Meet other community-minded people.
4. Learn community history from the people who lived it.
5. Receive training. Build your resume.
6. Earn ITN transportation credit for unoccupied miles for yourself or someone special to you.
7. Receive discounts from area merchants.
8. Volunteers receive all the benefits of membership for themselves and a membership to give away.
9. Invitations to volunteer appreciation events.

Responsibilities :

1. Maintain an insured, registered, and inspected vehicle, and inform the ITN office in writing of any changes to your motor vehicle record or insurance policy (i.e. accidents and moving violations).
2. Provide safe, clean, comfortable transportation.
3. Be on time.
4. Report your mileage.
5. No smoking during the entire shift.
6. Do not consume alcohol or take prescription drugs that will affect your ability to drive before your shift.
7. Wear your ID tag and have the ITN placard visible in your car's side window.
8. Maintain a professional relationship with the ITN customer. It is inappropriate to request favors or accept gifts or tips from customers. Customers may make a donation in your name to ITN if they wish to thank you.
9. Call the dispatch office with any changes (i.e. running late, making an unscheduled stop, inability to do a scheduled ride).
10. Maintain confidentiality. Please do not share personal information. A professional manner is absolutely necessary.

Volunteer Driver Application

ITNAmerica respects your privacy and will keep all volunteer information confidential. Personal information is used for aggregate reporting purposes only, to enable group distribution comparisons across affiliates and between the ITNA volunteer population and the US older population in general.

Name : _____ Gender : Male : Female :

Email : _____

Address : _____

Telephone (H) : _____ (W) : _____ (Cell) : _____

Date of Birth : _____ Driver's License Number : _____ State : _____ Expires : _____

Emergency Contact :

Name	Relationship	Street Address

City	State/Zip	Phone

Driving :

Years of Driving Experience : _____ Estimated miles driven last year : _____

When was the last time your vision was examined ? _____

Is your vision adequate for driving ? _____

Please list any limitations

Employment :

Current Employment : None Full-time Part-time Between jobs Retired

Occupation(s) _____

References :

Have you had any past criminal convictions, or do you have any charges pending against you in a court of law ?

Have you been convicted of any moving violations in the past three years ? _____

Please list three people not related to you, whom you have known for at least one year:

#1	Name	Phone (or Mailing Address)	How acquainted	# years
#2	Name	Phone (or Mailing Address)	How acquainted	# years
#3	Name	Phone (or Mailing Address)	How acquainted	# years

This information is correct to the best of my knowledge. I give the Independent Transportation Network permission to check on this information, and to contact references.

 Signature Date

Volunteering for ITN :

Do you have any prior affiliation with the ITN ? _____

How did you learn about the ITN ? _____

What specifically led you to volunteer for the ITN ? _____

What, if any, volunteer work have you done before ? _____

Please rank your reasons for wanting to drive for the ITN, with " 1 " the most important reason, and " 6 " being the least :

- | | |
|---------------------------|----------------------------|
| Serve the community _____ | Additional income _____ |
| Enjoy Driving _____ | Something to do _____ |
| Help elderly people _____ | Enjoy elderly people _____ |

Education :

Highest grade / degree completed _____

First aid training, if any _____

Ethnic Background :

African American Asian Caucasian Hispanic/Latino
Hawaiian/Pacific Islander Native American/Alaska Native Others (Specify) : _____

Civic Engagement :

Are you a member of any of the following organizations ?

AARP AAA Elks Kiwanis Knights of Columbus
Masons/Eastern Star Rotary Others (Specify) : _____

Are you a member of any professional organizations or labor unions ?

Please list _____

Have you ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard? Yes No

Volunteer Driver Weekly Schedule :

ITNLanier will work with your schedule. We provide transportation 24 hours a day 7 days a week.

How many days of the week are you willing to drive ? _____

How much time are you willing to drive on any given day ? _____

What hours are you available on these days ?

Monday : _____ Tuesday : _____
Wednesday : _____ Thursday : _____
Friday : _____ Saturday : _____
Sunday : _____

Each week the dispatcher contacts volunteers to provide the names, times, and directions for your rides.

Authorization to Request Driver Record

Name (please print full name) : _____
First Middle Last

Previous/maiden name (if applicable) : _____

Date of Birth : _____ / _____ / _____ Driver's License Number : _____
Month Day Year

I authorize ITNLanier to request and receive my Driving Record from _____
(Insert State Dept Name

I certify that I have not been convicted or forfeited bond or collateral because of a moving violation during the last three years.

Signature Date

Authorization to Request Criminal History Record

This authorization is required to check your Criminal History Record from _____
(Insert State Dept Name)

Please fill in your complete name (please include any previous names used) and include date of birth, then sign below.

Name (please print full name) : _____
First Middle Last

Previous/maiden name (if applicable) : _____

Date of Birth : _____ / _____ / _____
Month Day Year

Social Security Number: _____ - _____ - _____

I authorize Independent Transportation Network® to request and receive any and all criminal history information about me held by the State Bureau of Identification. The purpose of this background check will be for volunteer purposes.

Signature Date

Vehicle Description Information

Your name : _____
First Middle Last

Vehicle owner's name (if you are not the owner) : _____

Street address, town, and phone number of vehicle owner (if you are not the owner) :

Vehicle Description : (if more than one vehicle will be used for transporting ITN customers, please write the same information for each on the back of this form)

Make : _____ Model : _____ Type : _____ Year : _____

Plate # : _____ Color : _____ Number of doors : _____

Registration expiration date : _____

Insurance company : _____

Agent : _____

Address : _____

Phone : _____ Are you able to transport a folding walker or wheel chair? _____

Please describe the general condition of the vehicle(s) and any known defects :

Passenger capacity (less driver): _____

Do you have a large trunk? _____

Are you willing to transport properly restrained pets? _____

Covered truck bed? _____

Please check one of the following :

_____ This is the only vehicle I will be using for ITN .

_____ I will be using more than one vehicle for ITN .

 Volunteer Signature

 Date

 ITN Representative Signature

 Date

2nd Vehicle Description Information

Vehicle owner's name (if you are not the owner) : _____

Street address, town, and phone number of vehicle owner (if you are not the owner) :

Vehicle Description : (if more than one vehicle will be used for transporting ITN customers, please write the same information for each on the back of this form)

Make : _____ Model : _____ Type : _____ Year : _____

Plate # : _____ Color : _____ Number of doors : _____

Registration expiration date : _____

Insurance company : _____

Agent : _____

Address : _____

_____ Phone : _____

Please describe the general condition of the vehicle(s) and any known defects :

Volunteer Driver Informed Consent

The Independent Transportation Network[®] (ITN[®]) is a non-profit organization that provides community-based, consumer-oriented transportation for seniors age 60 or older who limit or stop driving, and for people with visual impairments. The research and development of the ITN network has been made possible through support from The Atlantic Philanthropies, The Great Bay Foundation, for Social Entrepreneurs, AARP, the Transportation Research Board, the Federal Transit Administration, the National Highway Traffic Safety Administration, and numerous other philanthropic organizations.

Each of these organizations has an interest in the development of an economically self-sustaining transportation service that helps seniors meet their mobility needs with dignity and independence. Your participation as a volunteer driver is an important part of the development of this service.

The questions on this application help us to understand the reasons why you and others choose to volunteer to drive, and the history of your volunteer effort helps us develop a record of community participation in the ITN affiliate so we may better understand how to replicate the Independent Transportation Network across the country. Your participation is entirely voluntary and the information you provide is confidential.

Your signature indicates: 1) You understand that you will be participating in a project that uses the information collected from your volunteer effort for research to develop the service and to better understand transportation for seniors; and 2) you agree to maintain the confidentiality of ITN customers and their families.

Volunteer Driver

Signature_____

Date_____

ITN Representative

Signature_____

Date_____

Volunteer Driver Change of Status

It is the responsibility of the Volunteer Driver to notify the Independent Transportation Network[®] of any changes in relevant driver information.

Please notify your ITN Representative of any incidents or changes related to the list below, and submit copies of new documents before their expiration dates.

- Change of insurance policy, agent, or carrier
- Accidents
- Moving Violations
- New/different vehicles
- Criminal convictions
- Significant medical issues that affect driving
- Change in license status

I understand that I need to report any changes in the above to ITN, and agree to do so in a timely manner.

Volunteer Driver Signature

Date

ITN Representative Signature

Date