



VOLUNTEER SERVICE AGREEMENT
WHCA TRANSPORTATION SERVICES

Position Title: WHCA Transportation Volunteer Driver
Supervisor: Volunteer Coordinator
Job Function: Use personal vehicle to drive clients to and from appointments as assigned by the dispatcher. Volunteer Drivers receive a mileage reimbursement for their car expenses, receiving no reimbursement for their time.
Eligibility Requirements: A valid Maine driver's license held for at least one year.
Be at least 21 years of age.
Not have previously been denied a State agency approval as a driver for transportation services.

Undergone, at initial hiring and then at two year intervals, a State Bureau of Investigation check revealing no record of criminal behavior that could be determined as a potential danger to passengers and a Department of Human Service, Child Protective check revealing having no previous or current history of physical or emotional abuse, neglect or criminal conduct on record, AND a Department of Motor Vehicle record check, and having no operating under the influence conviction within the last three years and maintain a good driving record with no serious or recurring moving violations.

Comply with all State seat belt and child seat safety laws.

Provide evidence of currently registered, inspected and insured vehicle with at least the minimum State required insurance.

As a WHCA Transportation Volunteer Driver I agree to:

1. Maintain close contact with Dispatcher for trip assignments when available.
2. Use personal vehicle in transporting clients as instructed by the dispatchers, assisting them when necessary in and out of the vehicle.
3. Maintain personal vehicle to Maine State safety inspection standards. Keep vehicle clean and respectable.
4. Maintain confidentiality of all client information.
5. Never become personally involved with the clients you transport.

People helping people





Washington Hancock Community Agency
P.O Box 299 248 Bucksport Road, Ellsworth Maine 04605-0299
TEL: 207 664-2424 FAX: 207 664-2430
Website: www.whcacap.org

6. Drive safely at all times obeying all traffic laws and speed limits. Report road hazards to dispatchers when necessary as soon as possible.
7. Exhibit a positive, professional attitude with office staff, clients and community. Have an ability to get along with all people and a sincere desire to serve.
8. Follow procedures for reporting suspected abuse observations.

I certify that I have read the WHCA Transportation Volunteer Driver Service Agreement and the responsibilities that are required and I have been given a copy. I also understand that this Agreement is based on voluntary participation and does not constitute an offer of employment or eligibility for employment benefits.

Volunteer Driver

Volunteer Coordinator

Date: _____

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**STATEMENT OF CONFIDENTIALITY
&
ABUSE REPORTING**

As a VOLUNTEER DRIVER for Washington Hancock Community Agency, Transportation Services, I agree to keep client's names, information and places of transport and/or any information learned about clients involved with WHCA Transportation, confidential and to be used only for the purpose of transporting WHCA clients. I understand that this is essential in order to protect the privacy of all riders and if I break this confidentiality code I will lose my Volunteer Driver status.

I am also aware that as a Volunteer Driver I am a mandated to report if I feel the well being of a client is in jeopardy.

Volunteer Driver

Date

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