



DIAL-A-RIDE
Unit 2 Sussex NB E4E 1T9
433-4453 dialaridesussex@gmail.com

VOLUNTEER DRIVERS



Thank you for your interest in becoming a Volunteer Driver with Sussex Dial-A-Ride!
We are a volunteer group providing affordable transportation to people in our area.
Our service is dependable, courteous, safe, efficient, inclusive, and respectful.

This package includes the following:

- Volunteer Application Form
- Volunteer Driver Agreement
- Confidentiality Agreement
- RCMP Background Check

Other records we need to complete the Volunteer Driver Application:

- Copy of Driver's License
- Confirmation of \$2M Liability Insurance
- Copy of Vehicle Registration
- Copy of Vehicle Safety Inspection
- Driver Record Abstract from Service New Brunswick

Should you have any questions, or require help to organize this information, please do not hesitate to contact:

Doug Daye – Dispatcher
(506) 433-4453 dialaridesussex@gmail.com
www.sussexwellnessnetwork.com



APPLICATION FOR THE POSITION OF VOLUNTEER DRIVER

Applicant Information

First Name _____ Last Name _____

Address _____

Phone _____ Email _____

Cell _____ Occupation _____

Driver's License # _____

Vehicle (Make & Model) _____ Plate # _____

Are you comfortable aiding people with mobility issues? YES NO

Do you have experience assisting people with disabilities? YES NO

If **YES** please provide details: _____

Some members may require extra help and need you to stay with them during their outing. Are you willing to do this? YES NO

Would you be willing to drive members to Saint John? YES NO

Would you like to donate your mileage fees back to us? YES NO

Is there any other information that might affect your ability to provide volunteer driver service that we should be aware of? (i.e. medical issues, extended periods of travel, etc.) YES NO

If **YES** please provide details: _____

Availability

Please indicate the days and times that you would be available to drive members:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 9am – 1pm	<input type="checkbox"/> 9am – 1pm	<input type="checkbox"/> 9am – 1pm	<input type="checkbox"/> 9am – 1pm	<input type="checkbox"/> 9am – 1pm
<input type="checkbox"/> 1pm – 5pm	<input type="checkbox"/> 1pm – 5pm	<input type="checkbox"/> 1pm – 5pm	<input type="checkbox"/> 1pm – 5pm	<input type="checkbox"/> 1pm – 5pm

Other: _____

Are you willing to be included on our Short Notice List? YES NO

(This is a list we use when a driver is unable to respond to a scheduled drive)

SUSSEX DIAL-A-RIDE
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Emergency Contact Information

Name: _____

Relationship: _____ Phone: _____

References

Please list two character references:

Name: _____

Occupation: _____ Phone: _____

Name: _____

Occupation: _____ Phone: _____

Disclaimer and Signature

I certify that my answers are true and complete. I authorize the above reference to release my personal information as required for program placement.

Signature of applicant

Date

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VOLUNTEER DRIVER AGREEMENT

BETWEEN: Sussex Dial-A-Ride, (represented by):

_____ Coordinator/Dispatcher

AND

_____ Volunteer Driver

SUMMARY OF AGREEMENT

The volunteer driver is responsible for using his/her own car for transporting Sussex Dial-A-Ride members. Volunteer drivers volunteer their time and receive reimbursement for mileage at the rate of \$0.41 per kilometer. Payments will be made monthly after the submission of reimbursement forms.

1. I will provide a copy of my drivers license at the time of my application and will provide a copy each time my license is renewed.
2. I will provide a copy of my Driver Record Abstract from Service New Brunswick at the time of my application and at every following 5-year interval.
**Sussex Dial-a-Ride may provide compensation for the cost under certain conditions*
3. I agree to keep personal liability and property damage insurance (PLPD) of at least two million dollars (\$2,000,000)*. I will provide proof of this insurance at the time of my application and every year after upon the renewal of my car insurance policy. **Sussex Dial-a-Ride may provide modest compensation for the increased cost under certain conditions*
4. I will provide a copy of the Motor Vehicle Registration of the vehicle I will use for Sussex Dial-a-Ride at the time of my application and will provide a copy each time the vehicle registration is renewed.
5. I will provide a copy of my Motor Vehicle Safety Inspection of the vehicle I will use for Sussex Dial-a-Ride at the time of my application and will provide a copy each time the vehicle is re-inspected.
6. If I change vehicles that I use for Sussex Dial-a-Ride I agree to provide the updated Motor Vehicle Registration along with proof of at least two million dollars of personal liability and property damage insurance (PLPD)



7. I agree to check road conditions before each trip and contact the coordinator/ dispatcher if I have any doubts due to road conditions or other factors.
8. I agree to notify the coordinator/dispatcher of any situation that could affect my ability to drive.
9. I will arrive at my drive pick-up locations at the scheduled time.
10. I will make sure that all passengers wear their seat belts.
11. I agree to follow the rules of the road as shown in the Official New Brunswick Driver's Handbook published by the Department of Transportation. Violations will be paid by the volunteer.
12. I agree to park only in designated parking areas. Parking tickets must be paid by the volunteer driver.
13. I will immediately inform the coordinator/ dispatcher of any breach of traffic regulations, any accident, any infraction of traffic laws, and any convictions related to violence, weapons, drugs, or alcohol.
14. I agree to maintain the confidentiality of client information.
15. I will have a positive, courteous, and professional attitude with regards to office employees, clients, and the community.
16. I will not take ride reservations other than those arranged through the dispatcher.
17. I will refrain from smoking in the vehicle during trips.
18. I know that if I do not comply with the policies and procedures of the agency, if the agency determines that I pose a risk to vulnerable clients, or if my skills are not maintained, the agency may immediately terminate my voluntary participation.

I understand that this Agreement is based on voluntary participation and does not constitute an offer of employment or eligibility for employee benefits.

I have read and understood this Agreement.

Signature of Volunteer Driver

Date

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Signature of Coordinator/Dispatcher



Date

PLEDGE OF CONFIDENTIALITY

This is to certify that I, _____, upon submitting this application to become a volunteer with Sussex Dial-A-Ride, agree that any information (written, verbal, or other form) obtained during the performance of my duties must remain confidential in perpetuity, and shall not be shared with any outside party at any time, for any reason.

All information clients regarding medical conditions, types of travel services, destinations, habits, financial status, etc. shall remain confidential. Only information that must be shared for the purpose of being able to serve the client shall be shared on a need to know basis with the volunteer drivers and the Program Coordinator. Every effort shall be made to ensure the respect the privacy of all clients.

I understand that any unauthorized release or carelessness in the handling of the client's confidential information is considered a breach of the duty to maintain confidentiality.

Signature: _____

Date: _____

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To whom it may concern,

Sussex Dial-A-Ride requires all Volunteer Drivers to provide a Criminal Record Check and Vulnerable Sector Check. _____ has applied for a volunteer position as a driver with the Sussex Dial-A-Ride program and is required to submit a copy of the results of his/her Criminal Record Check and Vulnerable Sector Check to the administrator of the Sussex Dial-A-Ride program.

Thank you,

Doug Daye
Dispatcher
Sussex Dial-A-Ride
506-433-4453
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