



MOWS DRIVER PROCEDURES

THINGS TO DO

- Arrive at Pick up location between 10:30-1130 am (St. Andrew's Episcopal Church-201 E. Nolte, Seguin, Texas)
- Drive to Church office entrance on E Nolte Street (Park at curb)
- Pick up your routes 2 coolers (1 hot and 1 cold) & Route Sheets (When entering office, coolers are stored in room to the right of door)
- Be sure to mark what time you arrive at the church on Route Sheet
- Check to make sure the coolers have the right amount of hot meals, fruit, milk and bread
- Go to deliver meals. Follow the directions (or personal gps) and special instructions on each client's section. Knock on door and if no answer try calling them. Make sure there aren't any special instructions about client being slow to door, etc. Give them extra time to get to door. If still no answer, please move on to next stop and return undeliverable items to cooler.

ROUTE SHEET

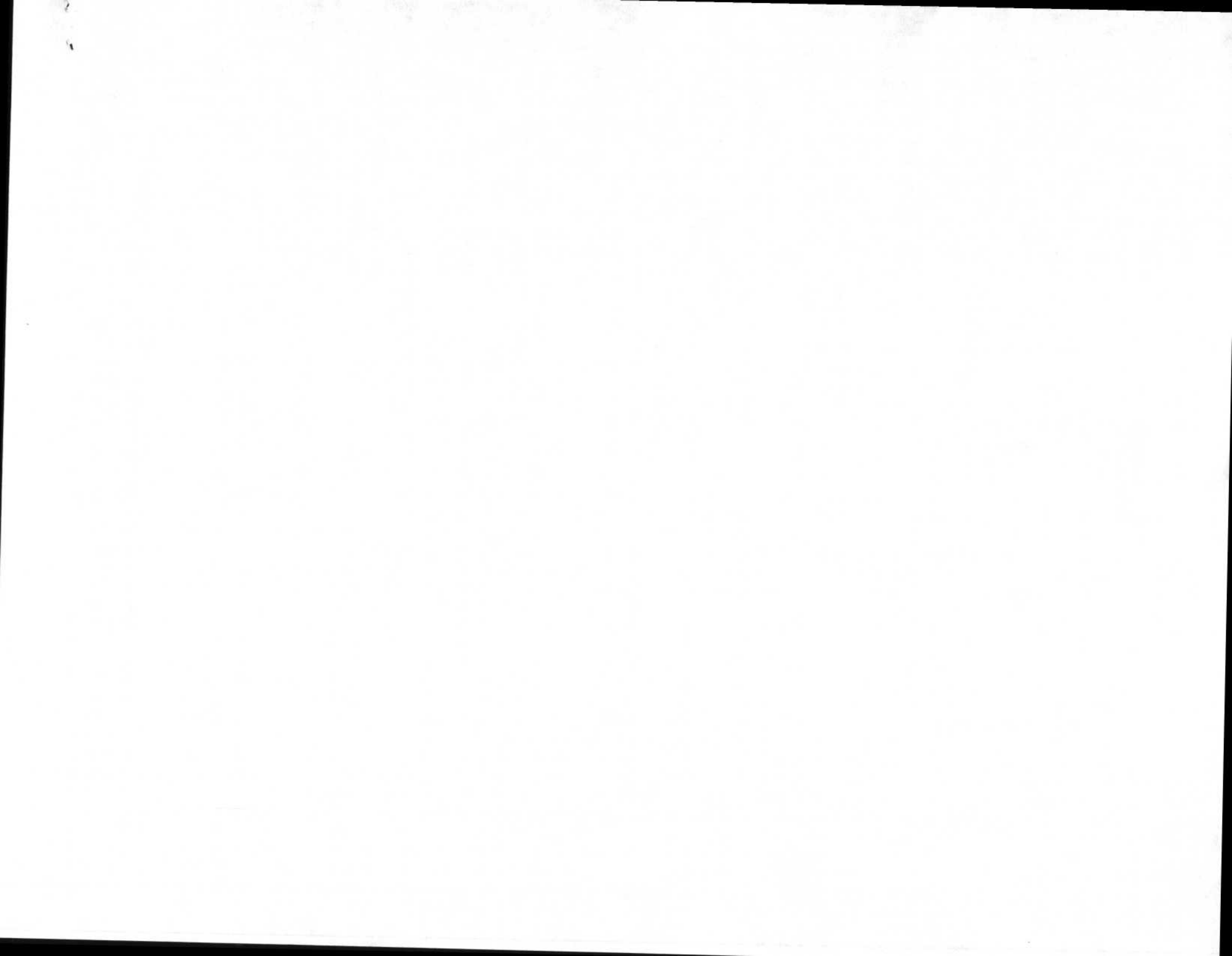
- Make sure to mark delivered or undelivered in the box under each client's name (if possible mark the time you arrived at the client's house)
- On last page of route sheets make sure to sign your name and mark the times for first meal delivered and last meal delivered
- If possible please list what efforts you made to try and deliver meal if client isn't home, etc. (not necessary but helpful)
- Once back at the church place route sheets in cooler.

****Make sure it is filled out completely****

MISCELLANEOUS

- If you are unable to deliver your route, please remove yourself from the sign up genius calendar or call ASAP to let me know to get a SUB to fill in 830-629-4547 ext. 190, volunteer@nbsenior.org)
- If you notice anything unusual with the clients, please leave a note on the route sheet or contact me. Some of you are the only person the clients see throughout the week. We are here to provide not only a meal but welfare checks as well (Contact myself or Natalie, Meals on Wheels Intake Coordinator, 830-629-4547 ext 120 with questions)
- Upon returning to the church, leave all undeliverable items in coolers and place coolers in room off church office.

Thanks for being a part of our Volunteering Team!



FBC Meals-on-Wheels Driver

Name: _____ Date: _____

Address: _____

State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Driver Information

In order to be eligible to deliver meals, volunteers must have a valid driver's license and comply with current regulations mandated by the Texas Department of Public Safety.

Driver's License Number: _____ State: _____

Insurance Company: _____

Date of Birth: _____

Background Check and Volunteer Agreement

I hereby allow Comal County Senior Citizens Foundation to perform a criminal background check to determine my suitability as a volunteer for the organization. I understand that prior felony convictions will disqualify me from participating as a volunteer. All information collected for the background check will be kept confidential.

In addition, I promise to conduct myself with dignity, courtesy, and consideration. I will treat as confidential all information which I might acquire directly or indirectly concerning clients and will not discuss information with anyone other than Comal County Senior Citizens Foundation staff or representatives. I will uphold the traditions and standards of Comal County Senior Citizens Foundation and will interpret them to the community at large.

Furthermore, I agree to indemnify and hold Comal County Senior Citizens Foundation harmless of and from all claims, demands, losses, suits or all other damages of any kind arising from my actions as a representative volunteer. I understand that once I sign my completed application, my signature verifies that I will deliver meals according to the guidelines as instructed.

Volunteer Signature: _____ Date: _____

Volunteer Coordinator Signature: _____ Date: _____

Confidentiality Statement

I understand and agree that in the performance of my duties as a Volunteer of Comal County Senior Citizen Foundation, I must hold all client information in confidence. Further, I understand that intentional or involuntary violation of such confidentiality may result in violation of the law. Furthermore, I acknowledge that I have received and understand that it is my responsibility to comply with any instructions given to me verbally or in writing in the undertaking of my duties as a volunteer for the Senior Center.

Volunteer Name: _____
Please print

Volunteer Signature: _____ Date: _____

Please take your application to St. Andrew's Episcopal Church which is located at 201 E. Nolte, Seguin, TX.

Once approved you will be contacted and given further instructions. You will be provided a link to go online and sign up and choose the day or days you would like to deliver food to senior citizens.

You will pick up the meals from St. Andrew's Episcopal Church between 10:30-11:30 am. Driving food to senior citizens will take approximately one and half hours to two hours, from pickup to returning containers back to St. Andrew's Episcopal Church.