

CONDITIONS FOR VOLUNTEER DRIVERS

Driving Requirements

- Volunteers must have a current, valid driver's license.
- Volunteers must be over the age of 21 and have held a driver's license for a minimum of 3 years.
**Exception for Jewish Big Brother Big Sister program*
- Volunteers' Maryland Motor Vehicle Administration (MVA) records will be reviewed upon the start of volunteer service and annually thereafter. A driving record will be considered to be unacceptable if:
 - A volunteer has been assessed more than 2 points in the past 3 years.
 - A volunteer has more than 2 moving violations or "at-fault" accidents in the past year.
 - A volunteer has ever been convicted of a 12-point vehicle-related violation including, but not limited to: driving under the influence of or while impaired by alcohol or any controlled dangerous substance; homicide, life-threatening injury or assault committed by means of a vehicle; and driving while license is suspended or revoked.
- Volunteers are required to immediately report any convictions for driving infractions that result in points being assessed on their driving record or in the revocation or suspension of their license. Volunteers must also report any charges or tickets issued for DWI or DUI, even if guilt or innocence has not been determined. All "fines" incurred as a result of moving violations and/or parking citations are the responsibility of the volunteer.
- The volunteer may attend an educational driving class (at his/her own expense) sponsored by the MVA and, upon successful completion with proof of attendance and passing, may have his/her driving privileges reinstated.
- It is within the discretion of the Senior Manager to extend driving privileges to a volunteer that does not qualify to drive based upon the criteria stated above, or, in the alternative, to suspend a volunteer's driving privileges for any reason.

Car Insurance and Registration

- Volunteers are responsible for registering their vehicles with the MVA and insuring their vehicles in compliance with Maryland law. Proof of insurance coverage must be submitted at the beginning of the volunteer service and must be updated annually upon policy renewal. Volunteers are responsible for ensuring that current vehicle registration and insurance information are in their vehicle whenever they are driving with a client in their car.
- **In the event of an accident while transporting a client, recovery for damage to the volunteer's vehicle is not provided by The Associated.** Property damage insurance, commonly known as comprehensive and collision coverage, must be insured under the volunteer's individual policy if he/she wishes to have a source of recovery for damage to his/her own vehicle.
- Under Maryland law, a volunteer, in the course of performing his/her volunteer service, is not liable for damages beyond the limits of any personal insurance the volunteer may have unless an act or omission of the volunteer constitutes gross negligence, reckless, willful, or wanton misconduct, or intentionally tortious conduct.

Seat Belts

- Drivers and passengers are required to wear seat belts at all times.
- If a client unfastens his/her seatbelt or engages in other unsafe behavior while a vehicle is in motion, the vehicle should be stopped as soon as can be done in a safe manner. In the event of threatening or violent behavior, 911 should be called immediately for assistance.

Cell Phones and Texting

- Under Maryland Motor Vehicle Law, **all drivers are banned from using hand-held cell phones** or any text messaging device while operating a motor vehicle. Provisional license holders younger than 18 are banned from all cell phone usage while operating a motor vehicle.
- **Texting while the vehicle is operational is banned for all drivers, regardless of age or license status.** This includes, but is not limited to, checking and sending texts while stopped at a red light.

Vehicle Requirements

- Volunteers must have an automobile that is clean and in good and safe working order.
- Volunteers may not smoke while transporting a client.

Vehicle Accident Procedures: A volunteer involved in an accident while transporting a client must do the following:

1. Call the police **immediately** in order to file a report of the accident. If the accident is minor in nature, the police may not file a report.
2. Obtain the names, addresses and phone numbers of all drivers, passengers, and witnesses. Be sure to obtain as much information as possible directly from a driver's license or other valid form of identification. Obtain any insurance company information (company and policy information) of the other driver(s) and the police report. If possible, take pictures to document the condition of the vehicles involved and any damage or injury resulting from the accident. Call your Volunteer Coordinator as soon as possible with this information and forward any pictures taken.
3. If the client is a minor, call the parents to inform them of the accident.
4. Do not admit or discuss responsibility for the accident with any of the other parties involved. Volunteers must, however, provide factual information to the police.

Acknowledgement and Signature

I hereby acknowledge that I have received and reviewed the Conditions for Volunteer Drivers. My signature attests to my willingness to accept and abide by the policies and procedures as described in this document. I understand that if I have any questions about any of this material, I can contact my Volunteer Coordinator for assistance.

Signature

Date

If under the age of 18, parent's signature required:

Parent Signature

Date

Volunteer's Name:

Address:

City:

State:

Zip Code:

Date of Birth:

Driver's License #:

Expiration Date:

Insurance Carrier:

Policy #:
