

# *Rides For Ridgefield*

Hello,

Thank you for your interest in volunteering with *Rides For Ridgefield*.

ALL volunteers are asked to complete the *Rides for Ridgefield* Volunteer Application and reference forms (we ask for 3 references, one of which is a Ridgefield resident).

In addition to the Volunteer Application and reference forms, volunteers interested in DRIVING are also asked to complete the Driver Registration and Vehicle Registration forms. After *Rides* has received these forms, Volunteer Drivers will have additional processing to complete before they become drivers for *Rides For Ridgefield*.

The completed Volunteer Application, three References and (if relevant) Driver and Vehicle Registration forms can be either scanned and e-mailed to [RidesforRidgefield@ridgefieldCT.org](mailto:RidesforRidgefield@ridgefieldCT.org) or mailed to 400 Main Street, Ridgefield, CT 06877. **Please leave a message for Nancy Brandon at 203-894-RIDE (7433) that the forms have been sent so she knows to expect your application.**

Once your completed Volunteer Application is received in our office, *Rides* manager, Nancy Brandon, will contact you to schedule a meeting to continue the process. The *Rides for Ridgefield* Mobility Management Center is on the upper level of Ridgefield Town Hall, and is open Monday – Friday from 10:00 am to 2:00 pm.

All volunteers are asked to commit to a minimum of six months of service to the organization.

Volunteers interested in responding to callers are asked to volunteer for two hour shifts at least one or two shifts a month, any weekday, either 10:00 am–12:00 noon or 12:00 noon–2:00 pm at the Mobility Management Center.

Volunteers interested in driving are asked to drive at least once a month and they have total flexibility about when and under what conditions they accept a ride.

Other volunteer opportunities are available; please let us know what your areas of interest are.

Your interest in volunteering with *Rides For Ridgefield* is greatly appreciated. I look forward to meeting with you.

Regards,

Nancy Brandon  
*Rides For Ridgefield*  
Mobility Management Center

Page intentionally left blank

# *Rides For Ridgefield*

## Volunteer Application

Thank you for your interest in volunteering for *Rides For Ridgefield*. Please return the completed application to *Rides For Ridgefield*, Town Hall, 400 Main Street, Ridgefield, CT 06877, or scan/e-mail to [RidesforRidgefield@RidgefieldCT.org](mailto:RidesforRidgefield@RidgefieldCT.org). We ask that volunteers commit to a minimum of six months of service to the organization. If you have any questions, please email or call us (203 894-RIDE/7433).

As part of the screening process, the completed application, a personal interview and a background check will be required before volunteer responsibilities are assumed.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Phone:** (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Why are you interested in becoming a *Rides For Ridgefield* volunteer?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Skills, interests, languages:** \_\_\_\_\_

\_\_\_\_\_

**Previous Experience:** \_\_\_\_\_  
(paid or volunteer)

\_\_\_\_\_

\_\_\_\_\_

### What volunteer opportunities interest you?

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Call Center | <input type="checkbox"/> Information Tech (website, etc) |
| <input type="checkbox"/> Driving     | <input type="checkbox"/> Community Relations             |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Board of Directors              |
| <input type="checkbox"/> Marketing   | <input type="checkbox"/> Other, pls specify _____        |

### What is your general availability?

- |                                  |                                    |                                  |
|----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Weekday | <input type="checkbox"/> Morning   | <input type="checkbox"/> Evening |
| <input type="checkbox"/> Weekend | <input type="checkbox"/> Afternoon |                                  |

# *Rides For Ridgefield*

**References:** (one reference should be a current Ridgefield resident)

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of reference:     \_\_\_ Personal   \_\_\_ Business

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of reference:     \_\_\_ Personal   \_\_\_ Business

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of reference:     \_\_\_ Personal   \_\_\_ Business

I hereby declare the information provided by me in this application is true and complete, and I understand that falsification of this information is ground for refusal to accept me as a volunteer, or if accepted, termination. I authorize the persons or organizations referenced in this application to give you any and all information concerning my previous experience, education, or any other information that they might have personal or otherwise, with regard to any of the subjects covered by this application; and I release all such parties from all liability for any damage which may result from furnishing such information to you. I authorize you to request, receive and verify all information given in this application.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# *Rides For Ridgefield*

## **Volunteer Reference Form**

Please return the completed application to *Rides For Ridgefield*, Town Hall, 400 Main Street, Ridgefield, CT 06877, or scan/e-mail to [RidesforRidgefield@RidgefieldCT.org](mailto:RidesforRidgefield@RidgefieldCT.org).

Volunteer's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reference's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity do you know this person? \_\_\_\_\_

What strengths do you feel this person would offer as a *Rides for Ridgefield* volunteer?

---

---

---

What do you feel stands out about this person?

---

---

---

Do you feel this person is reliable? \_\_\_\_\_ Trustworthy? \_\_\_\_\_

Is there anything you would like to add about this person?

---

---

---

---

Page intentionally left blank

# *Rides For Ridgefield*

## **VOLUNTEER DRIVER**

**Volunteer Drivers Only:** Please return the completed application to *Rides For Ridgefield*, Town Hall, 400 Main Street, Ridgefield, CT 06877, or scan/e-mail to [RidesforRidgefield@RidgefieldCT.org](mailto:RidesforRidgefield@RidgefieldCT.org).

**Please include a copy of the following** with your Volunteer Application:

- 1. Driver's License**

For each vehicle you may use to drive a client/rider:

- 2. Insurance Identification Card**
- 3. Registration Certificate**

# Rides For Ridgefield

## VOLUNTEER DRIVER - VEHICLE REGISTRATION FORM

**Volunteer Drivers Only:** Please return the completed application to *Rides For Ridgefield*, Town Hall, 400 Main Street, Ridgefield, CT 06877, or scan/e-mail to [RidesforRidgefield@RidgefieldCT.org](mailto:RidesforRidgefield@RidgefieldCT.org).

Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

### Please list each vehicle you may use to drive a client/rider:

Vehicle #1:            Make/Model/Year: \_\_\_\_\_

Vehicle #2:            Make/Model/Year: \_\_\_\_\_

### Please list the insurance company (s) covering your cars:

Insurance Co #1:        \_\_\_\_\_

Insurance Co #2:        \_\_\_\_\_

I certify that I am currently insured through the above insurance company (attached copy of my insurance identification card) for automobile liability insurance in an amount in excess of or equal to the minimum required under Connecticut State law (minimum of \$20,000 per person and \$40,000 per accident for bodily injury liability and \$10,000 per accident for property damage liability).

Further, I agree to forward a photocopy of my Proof of Insurance Card at each renewal period.

Further, I agree to immediately notify *Rides For Ridgefield* in the event that the above liability insurance is revoked, cancelled or altered in such a manner as to no longer meet the minimum vehicle insurance requirements for the State of Connecticut.

Further, I agree not to transport any passengers as part of the volunteer driver program if these minimums liability requirements are not met, or if my Connecticut vehicle operator's license is not current and/or valid, or if the registration and license of the vehicle (s) I use to transport riders is not current and/or valid.

Further, I certify that my vehicle(s) is in safe operating condition and will be maintained in safe operating condition while I continue as a volunteer driver.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

adapted from WSDOT Vehicle Registration Form <http://www.wsdot.wa.gov/Transit/Training/vdq/Models.htm>

# Rides For Ridgefield

## VOLUNTEER DRIVER – DRIVER REGISTRATION FORM

**Volunteer Drivers Only:** Please return the completed application to *Rides For Ridgefield*, Town Hall, 400 Main Street, Ridgefield, CT 06877, or scan/e-mail to [RidesforRidgefield@RidgefieldCT.org](mailto:RidesforRidgefield@RidgefieldCT.org).

Name (first, middle, last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone number: \_\_\_\_\_ email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Primary Phone#: \_\_\_\_\_ Alternate Phone# \_\_\_\_\_

Emergency Contact email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ License State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I am generally available to drive:

\_\_\_\_\_ Weekday \_\_\_\_\_ Morning \_\_\_\_\_ Evening  
\_\_\_\_\_ Weekend \_\_\_\_\_ Afternoon \_\_\_\_\_ Varies

I am willing to drive in inclement weather ? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I am willing to drive:

Ridgefield	YES	_____	NO	_____
Greater Danbury area	YES	_____	NO	_____
Greater Norwalk area	YES	_____	NO	_____
Westchester county NY	YES	_____	NO	_____
Other areas	YES	_____	NO	_____

\_\_\_\_\_  
\_\_\_\_\_

>>>please complete and sign the next page>>>

# Rides For Ridgefield

## VOLUNTEER DRIVER - REGISTRATION FORM (continued)

### Rider Accommodations

There may be certain rider accommodations that you are not comfortable in managing. Please indicate any accommodation restrictions you might have in driving Ridgefield seniors and residents who have mobility disabilities.

I am willing to:

- |   |     |       |    |       |
|---|-----|-------|----|-------|
| • escort riders curb-to-curb  | YES | _____ | NO | _____ |
| • escort riders to-the-door   | YES | _____ | NO | _____ |
| • escort riders thru-the-door   | YES | _____ | NO | _____ |
| • drive riders using walkers  | YES | _____ | NO | _____ |
| • drive riders using wheelchairs  | YES | _____ | NO | _____ |
| • drive riders using medical equipment (e.g., oxygen)                         | YES | _____ | NO | _____ |
| • drive riders with animals   | YES | _____ | NO | _____ |
| • drive a child using a car seat (all minors must be accompanied by an adult) | YES | _____ | NO | _____ |
| • other (please describe): _____  |     |       |    |       |
- 

I certify that I am currently licensed to drive a passenger vehicle in the State of Connecticut.

Further, I agree to immediately notify *Rides For Ridgefield* in the event that my driver's license is suspended or revoked or if I have been involved in any accident or moving violation.

Further, I certify that I am not taking any medications or substances nor have any medical conditions which would impair my ability to drive safely.

Further, I certify that I am physically able to carry out essential volunteer driver functions. These functions include safely transporting Ridgefield seniors and residents who have mobility disabilities to and from their ride destinations and reasonably assisting riders as needed during pick-up and drop off.

Further, I certify that I will follow *Rides For Ridgefield's* Volunteer Driver Program Procedures and Guidelines.

Further, I authorize *Rides For Ridgefield* to make periodic checks of my driving and criminal record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

adapted from WSDOT Volunteer Drivers Guide: A Guide to Best Practices [www.wsdot.wa.gov/Transit/Training/vdg/default.htm](http://www.wsdot.wa.gov/Transit/Training/vdg/default.htm)

# *Rides For Ridgefield*

## VOLUNTEER DRIVER FREQUENTLY ASKED QUESTIONS

What does a *Rides For Ridgefield* volunteer driver do?

*Rides For Ridgefield* volunteer drivers provide safe, accessible rides to Ridgefield seniors and residents who have mobility disabilities. This includes safely transporting riders to and from their ride destinations and reasonably assisting riders as needed during pick-up and drop off. A Volunteer Driver Job Description is included in the *Rides For Ridgefield* Volunteer Handbook that all volunteers receive.

Who are *Rides For Ridgefield* riders?

They are your neighbors. Eligible riders are Ridgefield senior citizens (60 years or over) or Ridgefield residents who have a mobility disability. Riders must be self-sufficient, having limited need for assistance, or accompanied by an aide. Minors must be accompanied by an adult. All riders must complete and sign a Riders Agreement before the first ride is scheduled. The agreement includes emergency contact information.

What do I need to do to become a *Rides For Ridgefield* volunteer driver?

The first thing is to complete a *Rides for Ridgefield* volunteer application form, submit completed reference forms and meet with the *Rides* Mobility Management Center Manager. All *Rides* volunteers are required to authorize a background check, review our Code of Ethics Policy and sign a Confidentiality Agreement. *Rides* volunteer drivers are also required to complete registration forms for themselves and their vehicle(s), authorize a Motor Vehicle Record check, provide copies of: a valid driver's license, a valid vehicle registration, a current insurance certificate, a copy of a current passed DMV emissions inspection (if applicable) and complete a road performance evaluation. Committed volunteers will then be trained for their volunteer driver role.

What kind of training do the volunteer drivers receive?

In addition to an orientation to *Rides For Ridgefield*, volunteer drivers are trained in driver safety\*, safe rider transfers, accident / breakdown / emergency procedures, and basic vehicle maintenance awareness. They receive periodic refresher training.

\* Volunteer Drivers are required to take a safe driving course such as the National Safety Council's Defensive Driving Course or the AARP Safe Driving Course, which are available in classroom and online settings. You may be eligible to receive an insurance discount upon completing the course; consult your insurance agent for details. All other training is provided by *Rides For Ridgefield*.

Why do I need to do all this just to drive?

*Rides For Ridgefield* riders are Ridgefield senior and mobility disabled residents. A rigorous volunteer review and training process ensures that drivers and vehicles are appropriate to provide rides for the rider population. Everyone is checked, even people we already know. You are volunteering in an organization that cares deeply about the people it serves.

# *Rides For Ridgefield*

What commitment do I need to make?

All *Rides For Ridgefield* volunteers are asked to commit to a minimum of six months of service to the organization. In addition, *Rides For Ridgefield* volunteer drivers are asked to provide at least one ride each month. More importantly, once they have agreed to a ride, drivers commit to making every effort to fulfill that commitment as riders are depending on them to complete the ride.

Who decides when and where I drive?

You do. *Rides For Ridgefield* volunteer drivers indicate on their registration form when they are generally available and if they have any accommodation or geographic limitations. When a ride request is received, the request is posted in our web-based secure software. Drivers can check the on-line list of ride requests at their convenience and decide which ride(s), if any, they are available for and willing to provide. There is never an obligation to accept any ride that the driver is not comfortable providing.

What's my liability if something untoward happens?

The liability of volunteers as they do their work has become a concern in recent years. While accidents do happen, the reality is that very few volunteers have ever been sued. The Federal Volunteer Protection Act of 1997 provides (with some exceptions) that an individual who harms another by conduct engaged in as a volunteer for a nonprofit organization is not liable for the harm inflicted. The immunity provided by the Act does not extend to certain conduct, such as willful criminal or reckless misconduct, or gross negligence or a conscious, flagrant indifference to the rights or safety of the person harmed, or negligence in the operation of a motor vehicle or acts committed under the influence of drugs or alcohol.

All *Rides For Ridgefield* volunteer drivers are required to have insurance that meets the State of CT required liability coverage on personal automobile(s) used in the volunteer driver program. As a benefit to our volunteers, we offer additional insurance, at no cost to the volunteers, through CIMA's Volunteer Insurance Service. The Excess Automobile Liability Insurance policy provides protection for a personal injury or a property damage liability claim arising out of the performance of the registered volunteer's duties. This coverage is in excess of and non-contributing with any other valid or collectible insurance the volunteer may have.

Are there fees for *Rides For Ridgefield* services?

There are no fees or costs to riders. Our non-profit organization is run primarily by volunteers. We have only one part-time employee, the Mobility Management Center Manager. *Rides For Ridgefield* is supported by grants, donations and fundraising events. The Town of Ridgefield, in support of this service for the community, provides office space and utilities. Our volunteers generously offer their time and services to their community neighbors.

Why would I volunteer to be a driver for *Rides For Ridgefield*?

# *Rides For Ridgefield*

Although there are a number of transportation options for Ridgefield senior citizens and Ridgefield residents who have a mobility disability, there are many ride needs that are not met. Other than rides to religious services that may be provided by the interfaith community and a few fee-based car services, there are no transportation services available on weekends or in the evening (e.g., to attend town meetings or the symphony, for education or employment, library programs, Parks and Recreation activities, hair appointments, movies or Playhouse events). Nor are there services available for transportation to medical appointments beyond the Ridgefield- Danbury area; or for most non-medical outings to areas beyond Ridgefield.

*Lack of available transportation impedes access to essential services, impedes ability to socialize and results in social isolation.*

*Volunteer drivers are vital to the well-being of our community. They are often the only transportation that links people with services and activities necessary for a healthy, productive life.*

*Volunteers gain the satisfaction of helping others. They make a difference in a neighbor's life. They perform a much needed community service and help to create the kind of community they want.*

*THANK YOU FOR YOUR INTEREST IN RIDES FOR RIDGEFIELD.*