

## Family Promise Volunteer Information: Van Driver

You will be transporting our guests to and from the Family Center located at 111 E. Voris St. in South Akron, as well as to schools where the children may be enrolled. After school, Akron City Schools transports the students directly to the Family Center to meet up with their parents.

1. Guest families are to be transported in the FP van, unless some guests have their own cars. Do not use private cars to transport guests, unless there is an emergency and the van is not available. Seat belts are required as are car seats for some children. A maximum of 14 passengers can ride in the van. Drivers are not required to have a Commercial Driver License. Only a standard driver license is required.
2. The FP van is parked in the church parking lot when not in use. **The key to the van is kept in the Family Promise mailbox in the church office workroom.** Please remember to return the key to the mailbox at the completion of your shift.
3. When you arrive at church you may want to take a quick moment to review the ***FP Logbook. There may be pertinent information from the evening's activities.***
4. **Please remember to leave from the Main Street exit when departing the church.** The driveway leading to College St. is too narrow for the van.
5. **Morning Shift Van Driver:**
  - Begins at **7: 00am (7:45 on Sat.)** at our church.
  - The Staff or volunteer arrives at the Family Center at 8:30 am.
  - Ends at approximately **9:00am** upon returning the van to the church.
  - If the church doors are locked when you arrive, please call the Family Promise cell phone (330-730-7828) which should be kept 'on' at all times to alert our host volunteers that you are ready to transport our guests.
  - Children are to be dropped off at school along the way.
  - **In addition to the guests, the driver transports the logbook and the first-aid kit** giving it to the Family Center staff or volunteer. (The logbook and first-aid kit are kept in the Youth Kitchen while the guests are with us. These two items always stay with the families, be it at the church overnight or at the Family Center during the day. Guests are not permitted to have access to the logbook.)
  - ***The Family Center staff or volunteer must be present before the van driver leaves for the return trip to the church.*** You may need to unlock the door if FP staff or volunteers have not arrived by 8:30 in the morning. However, do not leave guests alone in the Center. Stay with them until staff or a Family Center volunteer arrives. Use the emergency phone numbers to contact FP personnel for instructions, before departing for your return to the church.
  - A key to the center can be obtained from the lockbox located by the front door of the center CODE is 75321

5. **Evening Shift Van Driver:** Pick up the van at the church and drive down to the Family Center arriving by 5:15pm to transport the families back to the church. **Remember to transport the logbook and the first-aid kit and transfer them to the volunteer leader at the church.**
6. The **logbook** contains a cell phone (330-730-7828) and a list of FP emergency numbers. In the event of an auto accident or van malfunction during business hours, call the Family Center director (Erica) or the house manager (Pauline) for instructions. Home, work, and cell phone numbers are provided for each of these contacts.
7. Van drivers need to make sure the van always has at least a 1/2 tank of gas. Please check the gas gauge when you pick up the van and if gas is needed, inform FP staff when you arrive at the Family Center. They will give you a gas card with which to purchase gas.
8. Drivers may need to remind guests that neither food nor drink (except water) are permitted to be consumed in the van, nor is smoking allowed.

Thank you for volunteering to drive the FAMILY PROMISE van during our host week.

**Patty Molten (330) 606-0770**