

Please read, post and abide by these important guidelines for driving with Love INC. These are set up to protect you, our clients and Love INC.

Transportation guidelines

1. You will be contacted at least 3 days before needed by a Love INC volunteer.
2. You will be asked to transport a client to a Community Service agency, church ministry, job interview, doctor's appointment and/or to a church for worship.
3. Transport to Janesville, Beloit, Edgerton, or Milton
4. We will give you this information-
 - a. Do they have special needs such as wheelchair or walker?
 - b. Do they need help getting in or out of car, out of house or into the location driving them too?
 - c. How long will they need to be there? You will know if you have to wait or come back.
 - d. You will be given the date, time, number transporting, address (of client's house and place going to) and your client's phone number. Call the client promptly after receiving the referral. **To keep your phone number anonymous press star *67 before you dial the clients number.**
5. Additional needs discovered during your act of service should be referred back to the Love INC Clearinghouse at **608-531-1880. Never try to meet the need on your own.**
6. Cover your volunteer experience in prayer.
7. Let your act of love be your witness.
8. Hold in confidence everything you learn about the client and their situation.
9. Remember that everything you say and do is done in the name of Christ and **you are a volunteer of your church not Love INC. Please feel free to bring information of, invite them to your church and/or share your faith with them.**
10. Volunteer drivers
 - a. Need to be cleared by their church as a good driver.
 - b. Will need to have a current license and proof of insurance on file with your signed Volunteer Agreement on file.
11. Safe driver guidelines
 - a. Go out in pairs with a client when possible. We will have a man with a man and woman with a woman.
 - b. Keep the conversation on them to try and get to know them.
 - c. **Do not give out your last name, phone number, address, cash or offer to buy them anything.** If you want to help them further, call Love INC and let us know what you would like to do. We will advise you of the best way to handle it. This way we will have documentation of it and the client will not become dependent on you but realize they must go through Love INC for help.
 - d. Only take them to the place that you were assigned to go. If they insist on stopping somewhere else, put the blame on Love INC by saying, "It is a Love INC policy that I can only take you where stated."
 - e. Don't go inside the home. Honk horn or knock on the door to have them come out unless you were told they needed help.
 - f. All passengers must wear seat belts or be in car seats for car to be moving. Don't take off until this is done.
 - g. Make sure you have enough gas to get you where you are going before picking up the client.
 - h. Lock personal items like purse in the trunk before picking them up.

Above all else enjoy your time together. Remember you are building relationships that could change a life for eternity.