

Gorham Food Pantry

VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

I, _____ have received and read the Gorham
Print Name

Food Pantry Volunteer Handbook. I have had the opportunity to ask any
questions I have regarding the contents of the handbook.

Volunteer Signature

Date

Volunteer Confidentiality Statement

Confidentiality

I agree to hold in confidence all information I become privy to regarding clients of the Gorham Food Pantry. I will not remove from the office of the Gorham Food Pantry any electronic or written records, or copies thereof, without express permission of the Gorham Food Pantry's client. I accept full responsibility for maintaining the confidential nature of all records, client contacts and information marked confidential.

I understand that I am personally responsible and fully liable for any violation of this agreement.

Volunteer Signature

Date

Printed Name

Gorham Food Pantry Representative Signature

Date

GORHAM FOOD PANTRY DRIVER POLICY

Volunteers assigned to driving duties ("drivers") must at all times meet the following criteria:

- Drivers must have a current, valid driver's license for the state of Maine; and
- Drivers must maintain a clean driving record, i.e., must remain insurable under the Gorham Food Pantry's liability insurance policy.

Any volunteer driving on Gorham Food Pantry business must observe all safety, traffic, and criminal laws of this state. No driver may consume alcohol or illegal drugs while on Gorham Food Pantry business or prior to the volunteer's shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the volunteer's system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. No driver may pick up or transport other volunteers while in a Gorham Food Pantry vehicle or on Gorham Food Pantry business, unless there is a work-related need to do so. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Anything a driver does in connection with the operation of motor vehicles can affect that driver's fitness for duty or insurability as a driver. Regardless of fault, circumstance, on- or off-duty status, time, or place, any driver who receives a traffic citation from or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving, must inform the Executive Director about the incident immediately or as soon as possible thereafter. Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with such an incident must be reported immediately to the Executive Director. In both of the above situations, the matter will be reported to the Gorham Food Pantry insurance carrier so that a prompt decision on continued coverage of the volunteer can be made. The driver involved in an accident or cited by a law enforcement official for violating a motor vehicle law must turn over any documentation relating to such incident as soon as possible to the Executive Director, and must cooperate fully with the Gorham Food Pantry in verifying the information with other parties involved and with law enforcement authorities. While parking tickets will not affect a driver's insurability, any parking ticket issued on a vehicle that is being used for Gorham Food Pantry business should be reported to the Executive Director at the earliest possible opportunity.

Any volunteer who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and possibly including termination from the Gorham Food Pantry. All volunteers with driving duties must sign this agreement:

I have read and understand the Gorham Food Pantry's Driver Policy, and I agree, in the event that I am ever found to be uninsurable, or that I lack a clean driving record or a valid and current driver's license, that if necessary, I will accept an alternative assignment.

Volunteer Signature

Date

Printed Name