

RESTON COMMUNITY CENTER RCC Rides – Volunteer Driver Application



Dear Prospective RCC Rides – Volunteer Driver, Please complete this Intake Questionnaire to apply to be a RCC Rides volunteer driver. Once you've satisfactorily completed the driving and criminal background checks, you will be contacted by an RCC staff member to schedule an individual intake interview or a group orientation.

Name	First																			Last																			Middle																		
Maiden Name																					Alias Names																																				
Home Address																																																									
City																					State																		Zip																		

Do you speak any other languages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please list																																		
Email Address																																					
Phone																				Cell Phone																	

Emergency Contact Information																																					
Name	First																			Last																	
Relationship																																					
Cell Phone																				Home Phone																	

References (Please provide two people we may contact who are not family members. You may include employers, teachers, religious leaders, colleagues, etc.)																																					
Name	First																			Last																	
Phone																				Relationship																	
Email Address																																					
Name	First																			Last																	
Phone																				Relationship																	
Email Address																																					

AGREEMENT TO TERMS AND CONDITIONS

I agree to keep confidential all information pertaining to participants that I may work with during my volunteer assignment. This includes names, addresses, phone numbers, personal, medical and/or financial information. I understand that participant and agency information is privileged, and is not to be disseminated by me. I give permission to NV Rides to use my photograph for promotional purposes. I agree to use my personal automobile on volunteer assignments. I will arrange to keep in effect my automobile liability insurance equal to or greater than the minimum requirement as stated by the Commonwealth of Virginia. I will supply the latest copy of my automobile insurance card each year to comply with the NV Rides insurance requirements.

VOLUNTEER SIGNATURE:															DATE:																																																
Driver's License: (State and Number)															Exp. Date																																																
Marital Status																																																															
Date of Birth																				State of Birth																			Sex																			Ethnicity					
I have lived in																				County for																			years.																								
Auto Insurance Expiration Date																																																															

VOLUNTEER SIGNATURE: _____ **DATE:** _____

RCC USE ONLY
DATE STAMP

RESTON COMMUNITY CENTER RCC Rides – Volunteer Driver Information & Procedures



AVAILABLE RIDES LIST

Once accepted as a driver, you will be given a RCC Rides user ID and password. If you want to view the available rides, visit <https://secure.ridescheduler.com> and log into your account using your email address and provided password. We encourage you to periodically check your profile to make sure your personal data is up to date.

ACCEPTING RIDES

Drivers will be able to accept rides directly from the RideScheduler email sent to their personal email account.

You must click "Accept" in the table attached to the email to be automatically logged into the RideScheduler home page for drivers.

On this page, you can view all "Available" rides, your assigned rides using the "My Appointments" button, and also enter your miles driven in "Mileage Report".

When you accept a ride, you will receive an automatically generated email acknowledging your acceptance and providing the contact information for the Rider.

The Driver must call the Rider to confirm the ride and arrange a pick up time.

The day before a ride, both the Driver and the Rider will receive an automatically generated phone call reminding them of the ride.

EXITING YOUR SESSION

When you are finished scheduling yourself, do not forget to log out of the system by clicking "log out" under the "My Info" tab.

MILEAGE REPORT

You can enter your odometer readings (or just write the miles driven in the "odometer end" box) in the system under the "Mileage Report" button in the Appointments tab. The totals will be available in an end-of-the-year report for your tax filings.

PARKING/TOLLS

You are not responsible for parking fees and tolls. If a Rider insists on using a toll road they must pay the toll, however if you personally elect to use a toll road you should pay.

CANCELING OR "UNACCEPTING" A RIDE

If you need to cancel or "unaccept" a ride to which you previously committed, open the RideScheduler web page (www.nvrides.org) and log into your account using your email address and the password provided by RCC Rides.

If you don't see a login screen you are probably still logged in from your last visit to the site. If so, your name should appear in the "Welcome" part of the blue box on the left side of the home page.

Go to "My Appointments" and click on the "Unaccepts" line on the ride you wish to cancel. The ride will automatically be placed back in the "Available" listing under the "Appointments" tab and a new email will be sent to available Drivers.

If you cancel a ride, you must call the Rider to inform them and reassure them the ride is being made available for another Driver to accept.

An automatic email will be sent to the Reston Ride Coordinator telling them a Driver has canceled a ride. The Coordinator will inform all the Drivers (using the standard email used to schedule a new ride) that the ride is back in the available listing for a new Driver to select.

WHEN THE RIDER CANCELS OR CHANGES REQUEST

If you receive a phone call from a Rider canceling a ride, please notify the Reston Ride Coordinator immediately by email to RCCRides@fairfaxcounty.gov or phone 703-390-6198.

If the Rider has a new date, time or location for their appointment, they must call or email the Ride Coordinator and provide this information so the RideScheduler software can be appropriately updated.

If you find a Rider is not answering the door for pick up, please call the Ride Coordinator, who will attempt to reach the Rider's emergency contact.

INSURANCE

Drivers must provide RCC Rides a copy of their auto insurance policy (showing insurer & amount of coverage) by January 1 of each year to comply with our liability insurance requirements.



Reston Community Center Hunters Woods
2310 Colts Neck Road • Reston, VA 20191

Reston Community Center Lake Anne
1609-A Washington Plaza • Reston, VA 20190

703-476-4500, TTY 711 • 703-476-2488 (FAX)

