

**MEALS ON WHEELS
VOLUNTEER DRIVER APPLICATION**

LAST NAME: _____

FIRST NAME: _____ MIDDLE INITIAL: _____

ADDRESS: _____

CITY/STATE/ZIP _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ EMAIL ADDRESS: _____

CIRCLE THE DAYS YOU CAN WORK:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

WHAT DAY/DAYS DO YOU **PREFER** TO WORK?

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

CAN YOU SUBSTITUTE LAST MINUTE? YES NO

CAN YOU DRIVE IN THE SNOW? YES NO

ARE THERE ANY HOLIDAYS THAT YOU ARE UNABLE TO WORK? (If they fall on a weekday)

DO YOU HAVE ANY TIME OF YEAR THAT YOU ARE UNABLE TO WORK?

If yes, please specify:

ADDITIONAL INFORMATION:



Borough of Fair Lawn
POST OFFICE BOX 376, FAIR LAWN, NEW JERSEY • 07410

NOTE: Meals On Wheels drivers sometimes drop food off inside a vestibule and seniors are very vulnerable, so we ask that you please sign and return this form with you signature.

Have you every plead guilty or been found guilty of a crime; disorderly persons offense; or a municipal ordinance involving moral turpitude: _____Yes _____No

(Your volunteering for the Borough of Fair Lawn is conditional upon the results of the criminal background check. An answer of "yes" may disqualify you from the program depending upon the circumstance involved. If "yes", please explain below.)

Signature

Date



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Dear Volunteer:

Thank you for your help delivering Meals on Wheels. The following is an outline of our program's general procedures:

- You will receive assignment calendars every other month. Please look for your name on the calendars; this will be your delivery day. If for any reason you can not make your assigned day, please either call another driver and make arrangements to switch days or call the office and we will find a sub. We will include the phone number of all our Meals on Wheels drivers. Please, always call the office and let us know of any changes.
 - Meals are picked up on your assigned day at the Maple Glen Nursing Home Nursing Home, 12-15 Saddle River Road, at 11:45am (no later than 12:00 noon.)
 - You may park by the ramp on the side of the building, right past the entrance. (This entrance leads to the kitchen). The door to the kitchen is the second on the right. Knock for entry.
 - At the nursing home you will receive detailed directions to each clients home, if for any reason you have a problem, don't hesitate to call the office.
 - Make sure the meals and the list corresponds, so you do not make extra trips.
 - The hot meals will be in one large container, with names on each container. The cold food will be in a separate container also labeled with client's name. (Each client gets one hot meal and one cold meal.) It is advisable to put plastic on your car seats, to avoid any stains form possible leakage.
 - Upon completion of your delivery, you will return the containers to the nursing home.
 - If client does not answer the door, the meal is not to be left but is to be returned to the nursing home. Some clients have coolers or have pre-arranged to drop off, this is acceptable. However, it is against State Health regulations to leave a meal unattended.
 - It is also important to contact the office at the above number and advise that the client did not respond, as it is our responsibility to make sure the client is all right. (MAKE SURE YOU SPEAK WITH A PERSON; DO NOT LEAVE A MESSAGE ON OUR VOICE MAIL!)
- ➔ Included in this packet is some insurance information, please read

If you have any questions, always feel free to call the office at 201-794-5333 or 201-794-5327.

On behalf of the recipients and the community at large, we thank you for your kind generosity towards this most important endeavor.



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Dear Volunteers:

There has been concern regarding insurance coverage for volunteer workers. Below is the Borough's policy in this matter.

- As a volunteer driver, you are covered by Borough insurance when you are outside of your car and in the process of delivering the meals, but not if you have an accident while in your car.
- If it should ever happen that you injure yourself while delivering meals, (for example, if you should fall), please notify the office immediately for the proper procedures and the forms can be completed for coverage.

If there are any questions, don't hesitate to contact the office at 201-794-5333 or 201-794-5327.