



Application for Approval to Transport Harbor House, Inc. Residential Clients

(Transport Volunteers must have at least 1 year of Recovery)

(Male drivers for males, female drivers for females -approved by management)

NAME _____
ADDRESS _____
PHONE _____
SUPPORT GROUP (AA, NA, ETC.) _____
LENGTH OF RECOVERY _____
DRIVER'S LICENSE # _____
INSURANCE CO _____
HAVE YOU EVER BEEN CONVICTED OF ANY CRIMES? _____
IF YES, PLEASE LIST:

I _____, agree to transport Harbor House, Inc. residential clients in a safe and secure vehicle. I understand that it is against Harbor House, Inc. rules for a residential client to go anywhere other than where he or she is approved to go. I agree that if a client requests an alternate destination, I will notify staff immediately. I agree that when I arrive to pick up clients, I will sign a log (provided by HHI) that verifies time and destination.

Volunteer Signature and Date: _____

PLEASE CHECK ALL THAT APPLY:

SUPPORT GROUP MEETINGS _____
SUPPORT GROUP EVENTS _____
SPONSOR VISITATION _____

Rev. 03/2023

ATTENTION STAFF!
ATTACH A PHOTOCOPY OF VOLUNTEER DRIVER'S LICENSE, PROOF OF REGISTRATION, AND PROOF OF INSURANCE.

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APPROVED DRIVER RULES & REGULATIONS

Below is a list of procedures that we expect our approved drivers to follow when transporting HHI clients to outside meetings. Please be advised that failure to adhere to these rules may result in the loss of your Approved Driver Status. If you lose Approved Driver Status, you will not be eligible to re-apply for 6 months. Thank you for your service.

1. When you arrive at the facility, please notify a staff member before leaving with clients.
2. An 'Approved Driver Transport Sheet' must be completely filled out before leaving with clients. This includes a staff member signature.
3. No stops are to be made on the way to, or on the way back from outside meetings.
4. It is your responsibility to ensure clients do not leave the meeting for any reason. If a client does leave, it is your responsibility to contact a staff member immediately to let them know.
5. Clients are to be inside once the meeting begins, and remain inside until the meeting is over.
6. Clients are not allowed to sit in vehicles.
7. Clients are not allowed to leave until 30 minutes before meeting and must return 30 minutes after the meeting.
8. Clients must be back before 9:30pm.
9. If you transport clients to a meeting and an emergency situation arises which causes you to leave the meeting, clients must be returned to the facility. **DO NOT LEAVE CLIENTS UNATTENDED AT MEETINGS FOR ANY REASON.**

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