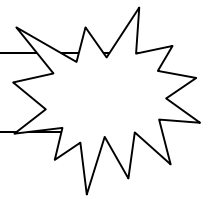
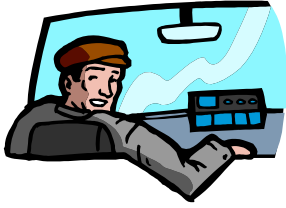


THINGS TO DO



- Read this handbook carefully and call us at 415-663-8148 if you do not understand something in the book.
- Find a volunteer to agree to drive you. Read the part of the book that talks about getting a volunteer and do what is suggested.
- As soon as you get someone to be your volunteer driver, talk with your driver about how to use the TRIPtrans Volunteer Driver Program successfully.
- Learn how to fill-in the
Request for Mileage Reimbursement
form correctly.
- Mark the last day of every month on your calendar -- “**Mail TRIPtrans Reimbursement form**”.
- Don’t forget – it is very important that you mail your request form immediately at the end of each month to:
West Marin TRIPtrans
P.O.Box 791, Point Reyes Station, CA 94956
- Put this book in a place where it will be safe and where you can always find it!



FINDING A VOLUNTEER DRIVER

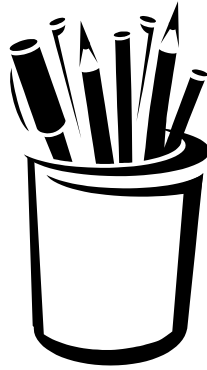
- * Realize that many people help other people every day.
- * Tell yourself that you are going to do what you need to do to get the help you need. Do not be embarrassed or let negative thoughts stop you.
- * In fact, know that volunteering makes people feel really good about themselves –plus TRIPtrans pays a mileage reimbursement so that you can help pay for their gas.
- * Everyone is not a potential volunteer, but everyone knows someone who would like to be a volunteer driver and help out. Just talk to people about your circumstances, what TRIPtrans is that volunteers get mileage reimbursements and ask them if they *know* anyone who might be interested.
- * Talk with your friends and neighbors. They may have neighbors who drive for others already – maybe you can ride along to the store or other places and you can help pay for the gas!
- * Talk with your care provider, or the person who delivers meals on wheels, or the people at your doctor’s office.
- * Don’t’ forget the people at your church or the clerks in the grocery store, or the people who work at your bank.
- * Sometimes the best way to find a volunteer driver who can help is to meet new people!



Rules for Travel

- * Trips reasons are: health related (medical, dental, pharmacy, adult day health care, therapy visits, Nutrition programs, senior lunch) and shopping.
- * You can have more than one Volunteer Driver.
- * Arrangements for travel are completely up to you and your volunteer driver(s). Plan to travel when it is convenient for you both. Try to make your appointments to fit your volunteer's schedule!
- * Plan ahead. Group things that can be done in the same area on the same day to limit the number of times you need your volunteer to help. It is often easier for you, too. Do more things on one day and you won't have to go out as often.
- * Treat your volunteers as friends. Smile at them and be interested in their lives and their problems too. Always be respectful and polite toward your volunteer(s). Say 'thank you' often and give them a treat of some sort if you can. Any kindness works wonders.
- * When traveling, wear your seatbelt (it's the law and you do not want your driver to get a ticket). Try to be conversational and fun to be around. Ask your volunteer what interests them.
- * If you do not feel comfortable with the way your volunteer drives, don't ask them for another ride. Ask someone else to be your volunteer. Call TRIPtrans to let them know who your new driver is, and get a new set of driver information materials to give to your new driver.

* Always record your travel on the day that you make the trip on your 'Request for Reimbursement' form so it is completely filled out at the end of the month when you need to send it to TRIPTRANS, P.O. Box 791, Point Reyes Station, CA 94956. Be sure to have your driver sign the form before you mail it.



Directions for Completing the Request for Mileage Reimbursement Form:

1. Please refer to the next page for a **Sample** form.
2. Fill your name and your volunteer's name.
3. Take the form with you on each trip.
4. Remember trips are for medical or shopping purposes only.
5. Start by filling in the date of the trip, and for each leg of the trip, the reason (medical or shopping), the destination, and the miles driven. Start with the origin which will most likely be your home.
6. Each leg of the trip must be recorded if you went to more than one location before returning home.
7. At the end of each trip fill in the **total volunteer hours** your driver spent with you that trip. This includes time when you are at your medical appointment or are shopping.
8. At the end of the month, you and your volunteer must sign the form, and you must mail it to: **TRIPtrans, P.O. Box 791, Point Reyes Station, CA 94956**