

Van Driver Guidelines For Morning Trip to Day Center

PLANNING TO VOLUNTEER

1. Notify the Transportation Coordinators or Primary Coordinator of your desire to volunteer. All drivers must give their driver's license number and other information to the coordinator so this information may be added to insurance riders with WIHN and White Plains. We use the WIHN vans to transport guests and they need this information for their insurance.
2. It is also recommended that each volunteer be cleared to drive the White Plains vans as well. The WIHN vehicles may require repair from time to time and we will use our own vans at this time.
3. The Day Center address is 903 Method Road in Raleigh. Method Road is off of Western Blvd. near the NC State campus. The phone # is 832-6024. A map has been included if you need it.

WHEN YOU ARRIVE

1. **Arrive at White Plains by 6:30 AM on weekdays.** Saturday and Sunday arrival times will be different with a more relaxed schedule. Saturday morning drivers usually arrive at the church at 8:00 AM to have the guests arrive at the Day Center by 8:30 AM. Sunday morning drivers arrive at the church at 7:15 AM at have the guests arrive at the Day Center by 7:45 AM. Please confirm these times with the Transportation Coordinator.

2. Enter the CLC at the Lower Level double doors and go to the Female Host Room (Room 127). Keys to the van are in the logbook located here. If for some reason the door is locked, there is a key in the Realtor's LOK box at the foot of the stairs. The combination is available from a coordinator.
3. Sign-in for your volunteer hours here.
4. Guests should be ready to leave by 6:30 AM. All guests should wear seat belts and booster/car seats should be there. Guests are to use the belts and you should remind them as needed.
5. **Arrive at the Day Center by 6:50 AM weekdays.**
(Children will need to catch school buses by 7:00 AM!)
Remember, arrival times are different on Saturday and Sunday. You may report any seatbelt non-compliance to Day Center Staff.
6. Take the van back to White Plains.

BEFORE YOU LEAVE








1. Return the van keys to the Female Host Room. Be sure you have recorded you volunteer hours. Return the key to the LOK box if you used it.
2. See Van Use Report. Note any problems with the van on this sheet.
3. On Sunday Morning, please place the keys **carefully** so that the next church on the schedule will be able to find them when they come to get the van and bed trailer.
4. Notify a Primary Coordinator of any problems you encounter including any problems with the van itself.

Start: 313 Sw Maynard Rd
Cary, NC
27511-4405 US

End: 903 Method Rd
Raleigh, NC
27606-1922 US

Distance: 7.21 miles

Total Estimated Time: 12 minutes

Directions	Distance
 1. Start out going EAST on SW MAYNARD RD toward POND ST.	1.9 miles
 2. Turn RIGHT onto CARY TOWNE BLVD.	0.7 miles
 3. Merge onto I-40 E toward RALEIGH.	0.7 miles
 4. Take the US-1 S/US-64 W exit- EXIT 293- toward SANFORD.	0.5 miles
 5. Take the I-440/INNER BELTLINE exit- EXIT 293B- toward RALEIGH.	0.1 miles
 6. Merge onto US-1 N.	2.2 miles
 7. Merge onto WESTERN BLVD via EXIT 2A toward N C STATE UNIV/DOWNTOWN.	0.5 miles

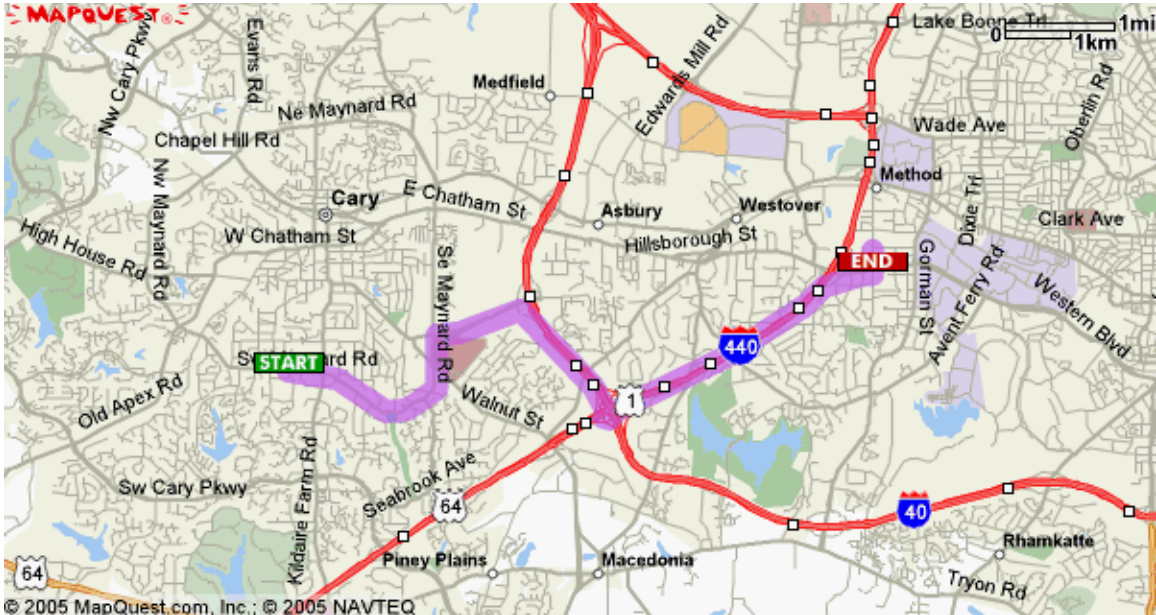


8. Turn LEFT onto METHOD RD.

0.1 miles



9. End at 903 Method Rd, Raleigh, NC 27606-1922 US



Start:
313 Sw Maynard Rd
Cary, NC
27511-4405 US

End:
903 Method Rd
Raleigh, NC
27606-1922

