



# Home Delivery Volunteer Agreement

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## Volunteer Guidelines

- I will treat all volunteers, program participants, and Food Bank staff with respect and dignity
- I will only do as much physical activity as I am comfortable doing
- I will report any hazards, unsafe activities and behavior that is hurtful such as bad language, violence, and unwanted comments to Site Chair/ Team Leader or Food Bank staff
- I understand that I cannot be under the influence of alcohol or other drugs, including prescription medications that may cause drowsiness or poor judgment
- I will not enter the client's home, even if they give me permission
- I will inform the Site Chair/Team Leader at least 2 weeks in advance if I will be away on vacation or not able to deliver
- I will provide valid driver's license and proof of motor vehicle insurance to Second Harvest Food Bank annually
- I will not leave bags at the front door if no one answers the door
- I will notify the Site Chair/Team Leader if the client is not home to receive bag for 4 consecutive weeks
- I will wear sensible clothing, closed-toe shoes are mandatory
- I will practice safe lifting and always bend at the knees
- I will use carts to move bags to my car when available
- I will abide by driving and parking laws
- I will not accept any monetary gifts
- I will not allow pets in my vehicle during Brown Bag deliveries
- I will use good judgment and be responsible for the safety of companions including children
- I understand that there is no mileage reimbursement and I am responsible to safeguard my personal belongings

Second Harvest Food Bank appreciates your services and we will do our utmost to ensure that your volunteer experience is rewarding, productive, and safe. We are committed to respecting your skills and individual needs within the limitations of these requirements.

I give permission to the Site Chair/ Team Leader or Food Bank staff to share my medical and contact information with emergency personnel if needed.

I understand that as a volunteer who drives my own vehicle as a part of my volunteer tasks, I am responsible to annually provide my driver's license and copy of my motor vehicle insurance coverage to my Second Harvest Food Bank staff liaison. I understand that my motor vehicle insurance coverage shall be the primary coverage in the event of an accident or claim.

I also understand that as a volunteer for Second Harvest of Silicon Valley, I am driving on my own accord and I voluntarily assume full responsibility and agree to indemnify and hold harmless Second Harvest Food Bank for any loss, liability, damage, costs or injury that may be sustained by me or a third party as well as damage to or loss of personal property as a result of driving as part of my volunteer tasks.

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