

Love Anaheim

spreading goodness | meeting needs | demonstrating kindness

720 S. Magnolia Ave, Anaheim, CA 92804



STANDARD OPERATING PROCEDURE FOR **BETTER WAY ANAHEIM VOLUNTEER DRIVER**

1. Come to Magnolia Baptist Church at start time on a serve day.
2. Pick up the keys and Driver binder from the Administrative Assistant/Helper.
3. Review Day Overview /map to the location.
4. Do a safety check on vehicle (check tire inflation, etc).
5. Note starting mileage on Day Overview / paperwork.
6. Help load the vehicle.
7. Drive to pick up Homeless Neighbor Participants, if indicated
8. Drive to the Service Project Location.
9. Help unload the vehicle.
10. Park and lock the vehicle.
11. Drive to pick up lunch, if indicated.
12. Park and lock the vehicle.
13. Take the Homeless Neighbor Participants to the restroom at designated locations for restroom breaks
14. Run any errands needed
15. Assist the Project Captain as needed
16. Encourage and support the Homeless Neighbor Participants
17. Drive to return participants, if necessary.
18. Return to the location.
19. Help load the vehicle.
20. Drive to Magnolia Baptist Church.
21. Note the ending mileage on the paperwork.
22. Help unload the vehicle.
23. Park and lock the vehicle.
24. Return the keys and Driver binder to the Administrative Assistant/Helper