



# Hastings Family Service

## Just Friends Transportation

### *Rider Policies*

I will:

- Comply with the law (e.g., wear a seatbelt)
- Notify the Just Friends Coordinator if I will be cancelling my ride (at least 24 hours in advance, if possible)
- Request my ride by the Wednesday before the week of my appointment
- Not smoke or eat in the volunteer driver's vehicle
- Be cooperative and conduct myself with courtesy, kindness and consideration

I understand:

- My ride request does not guarantee I will receive a ride; rides are subject to volunteer availability
- No ride request will be accepted after midnight on Wednesday

I have read and agree to the Hastings Family Service Rider Policies and Code of Conduct Policy (on the back of this form).

I agree to all of the policies contained in this Agreement. I understand that failure to comply will result in the termination of Just Friends Services.

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Signature

Date

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Print Name



# Hastings Family Service

## Code of Conduct Policy

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**Hastings Family Service (HFS) is committed to providing an environment of mutual respect for neighbors requesting services, volunteers and staff. We can accomplish this when we all follow our code of conduct.**

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I will:

- Conduct myself with courtesy, kindness and consideration
- Honor confidentiality and respect the privacy of others
- Be respectful to all HFS guests, volunteers and staff
- Cooperate and be honest

I will not:

- Physically or verbally harm or abuse others (this includes swearing)
- Discriminate based on age, race, color, religion, gender, marital status, national origin, sexual orientation, disability, status with regard to public assistance or other protected status. This includes offensive or derogatory comments, jokes or slurs
- Use intimidation tactics, bullying and/or make threats
- Publicly disclose another's private information
- Possess, distribute, or be under the influence of alcohol or illegal drugs
- Engage in sexual or unwelcome harassment
- Be in possession of dangerous or unauthorized material such as explosives or firearms
- Damage, steal or inappropriately use HFS or an HFS volunteer's property
- Engage in any other unlawful activity

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***Hastings Family Service and its volunteers have the right to deny rides if these Rider Policies and/or the Code of Conduct Policies are not followed.***

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