

Van Driver Guidelines For Evening Trip to White Plains

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 5:00 PM.**
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 the doors are locked, there is a key in the Realtor's LOK box located at the foot of the stairs. The combination is available from a coordinator.
3. Sign-in for your volunteer hours here and then go to the Day Center.

4. **Arrive at the Day Center by 5:30 PM.** The guests should be ready to leave. Please have the guests use their seat belts. Day Center staff asks that you not drive off with the guests unbelted and to please come into the Center immediately to report continued refusals.
5. Take the guests to White Plains and park the van in the lot. If the door is still locked, use the key in the LOK box again.
6. Go to the Female Host Room and get the **key to the church. Unlock the guest's bedrooms with this key.** The meal hosts should be there. **If no one is there, please stay until a host arrives.** (Meal hosts are supposed to be there by 5:45PM in order to serve dinner by 6:15PM.)

BEFORE YOU LEAVE

1. Return the van key and church key to the Female Host Room. Be sure you have recorded you volunteer hours. Put the key back in the LOK box if you used it. (Do Not let the guests see you do this.)
2. See the Van Use Report. Note any problems you had with the van on this sheet.
3. **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

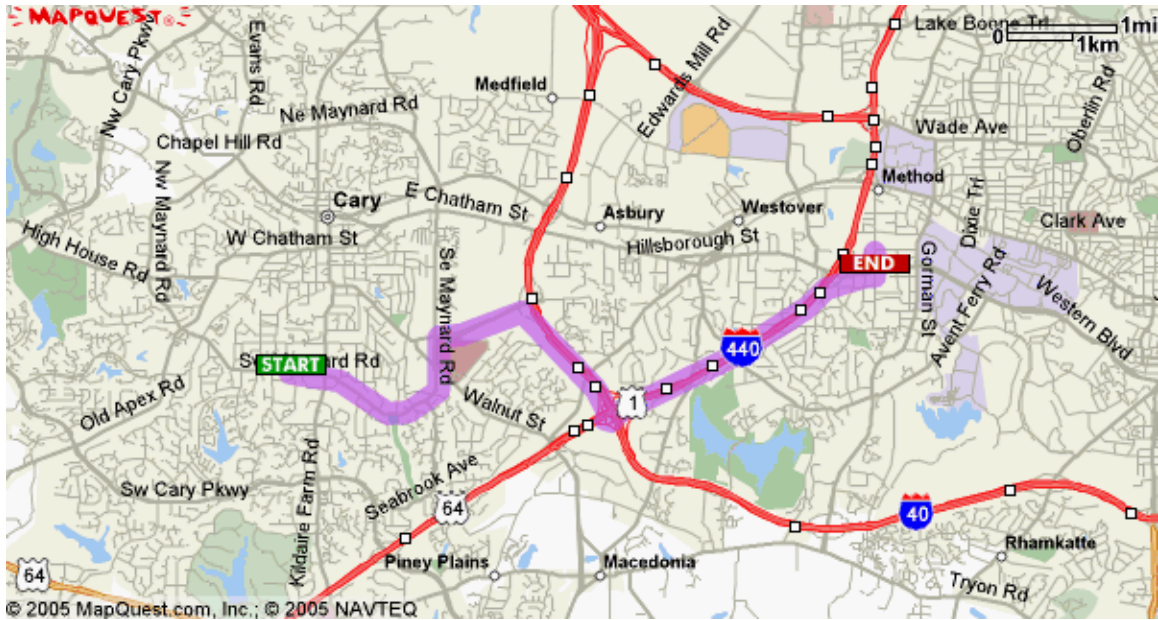


8. Turn LEFT onto METHOD RD.

0.1 miles



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



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Start:

313 Sw Maynard Rd
Cary, NC
27511-4405 US

End:

903 Method Rd
Raleigh, NC
27606-1922



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