

# Volunteer Homebound Driving

Safety check

Deliver safe, nutritious food

Friendly conversation

- ✓ Arrive at your pick up location as close as possible to designated pick up time to insure food safety!
- ✓ Review your route book and check that all assigned meals are in the cooler- If there is a discrepancy please notify the office immediately!
- ✓ Note any SKIPS-if you find a discrepancy notify the office.

Load the cold and hot carriers into your vehicle and display your car certificate- Be sure to keep the carriers closed tight to retain the proper food temperature

Follow the directions by delivering meals in route order.

**During Delivery ALWAYS KNOCK/RING BELL at every stop**

- If the client is home please deliver the meal and provide some friendly conversation then proceed to the next client
- If client does not answer and you have followed the instructions for delivery...CALL THE ADMINISTRATIVE OFFICE, please state route number and client's name. We will place you on a brief hold and when we return we will let you know how to proceed.

**MEALS CAN NEVER BE LEFT ON THE GROUND OUTSIDE THE DOOR FOR FOOD SAFETY!!!**

Return carriers immediately back to the pick-up location – the route directions must be returned in the cold carrier



845-624-6325

## Pick-up Locations

Rockland Commissary  
121 West Nyack Rd  
Nanuet, NY

Between 10:00-11:00 am  
\*\*\*\*\*

Pearl River Masonic Temple  
Corner of Middletown Rd & Central  
Ave

10:00 am  
\*\*\*\*\*

Dominican convent  
Rte. 340  
Sparkill, NY

10:15 am  
\*\*\*\*\*

Nyack Senior Center  
90 Depew Ave  
Nyack, NY

10:30 am  
\*\*\*\*\*

Haverstraw Town Police Dept.  
101 W. Ramapo Rd  
Garnerville, NY

11:15 am  
\*\*\*\*\*

Spring Valley Town Hall  
200 Main Street  
Spring Valley, NY

9:50 am  
\*\*\*\*\*

New Hempstead Presbyterian  
Church

484 New Hempstead Rd  
New City, NY

10:20 am  
\*\*\*\*\*

Suffern Free Library  
210 Lafayette Ave  
Suffern, NY

11:30 am

<b>Client Well Being</b>	<b>Meals</b>	<b>Miscellaneous</b>
<p>If a client is exhibiting serious symptoms such as: shortness of breath, signs of stroke, chest pain, bleeding, fallen CONTACT 911 IMMEDIATELY, then notify administrative office. Never attempt to pick up/move a client</p>	<p>All meals are planned by our nutritionist. Most meals are on a house diet accommodating low fat, low salt, low sugar and diabetic. If a homebound receipt has a food request please ask them to call the office.</p>	<p>Smokers- refrain from smoking during delivery. Specialty Items- blizzard boxes, caring cards and crafts may be included in with delivery Gifts- do not accept. Payments- costs are prearranged – do not accept payments. Car trouble- If you have car trouble or difficulty continuing your route please call promptly.</p>

### Scheduling

- Schedules are assigned and coordinated by the Volunteer Coordinator.
- Monthly calendars are mailed to all drivers- Please check calendar for accuracy. If any inaccuracies, please contact the volunteer program coordinator
- Request days off- email/call [ddiffley@mowrockland.org](mailto:ddiffley@mowrockland.org) as much advanced notice as possible (preference is email).
- Emergency cancellations- Call the office Leave a message on ext 139- always leave full name, route # and date.

