

Dear Homebound Delivery Volunteer applicant,

Thank you for your interest in volunteering for Vaughan Public Library's Homebound Delivery Service. In this package you will find the documents necessary to complete your application.

All documents included in this package must be submitted in order for the application to be considered. Completed applications must be submitted to the branch at which you would like to volunteer.

Successful applicants will be required to attend an interview and orientation session.

If you have any questions about the application process, please contact your local branch of Vaughan Public Libraries.

Sincerely,

Vaughan Public Libraries  
905-653-READ (7323)

All applicants must be at least 18 years of age and commit at least 6 months to the program.

**1. Please provide your contact information. Please print clearly.**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

VPL Library Card # \_\_\_\_\_

**2. Please check the days and times when you are available to participate in the program.**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							

\*Note: 5-7pm shifts available April – August only

**3. Please check your preferred location (check all that apply).**

West Vaughan (Ansley Grove Library, Pierre Berton Resource Library, Woodbridge Library)

East Vaughan (Bathurst Clark Library, Dufferin Clark Library, Pleasant Ridge Library)

North Vaughan (Civic Center Resource Library, Kleinburg Library, Maple Library, Vellore Village Library)

*Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Chief Executive Officer, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario, L6A 4W2, 905-653-READ (7323).*

**4. Please answer the following questions.**

a) Why do you want to volunteer for the Homebound Delivery Service?

---

---

---

---

b) Do you have any previous volunteer experience? Please explain.

---

---

---

---

c) List any interests and/or skills that you have and feel would be applicable to work as a Homebound Delivery Service volunteer.

---

---

---

---

d) Do you have a valid driver's license? Y / N

e) Do you have access to a reliable vehicle? Y / N

f) Do you have automobile insurance? Y / N



# HOMEBOUND DELIVERY VOLUNTEER Application Package

## 5. References

VPL screens all volunteers by contacting character references. Your references must be at least 18 years of age and cannot be related to you.

### Reference # 1

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

### Reference #2

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

## 6. Police Vulnerable Sector Check.

Vaughan Public Libraries endeavours to provide a safe environment for all library users. In keeping with this objective, applicants will be asked to complete a Police Vulnerable Sector Check prior to the commencement of their volunteer work. The fee for the Police Vulnerable Sector Check will not be refunded to Homebound Delivery Service applicants.

I agree to submit a Police Vulnerable Sector Check upon accepting a volunteer position at Vaughan Public Library dated within the last 12 months.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Chief Executive Officer, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario, L6A 4W2, 905-653-READ (7323).*

### Volunteer Driver Pledge Form

Vaughan Public Libraries (VPL) would like to thank you for acting as a volunteer driver in our home-bound delivery activities for those wishing to access materials provided by VPL but not being able to readily access them. The service you will be providing is a valuable one to both the recipient and VPL.

As a volunteer for Vaughan Public Libraries (VPL), I understand that my safety and the safety of others are paramount. I understand that driving as a volunteer is a privilege not a right and therefore, I agree to:

1. Provide evidence of current status as a licensed driver in Ontario;
2. Comply with all of VPL's policies and procedures and any directions provided by the volunteer co-ordinator;
3. Comply with all laws and regulations concerning driving, including laws pertaining to the use of seat belts, child safety seats, cell phone use and speed limits;
4. Promptly notify my volunteer co-ordinator of any physical conditions, vehicle defects, or road conditions that might affect my safety or the safety of those I am driving;
5. Notify my supervisor of any traffic citations I receive – even if given while driving on my personal time;
6. Attend driver training at the request of VPL;
7. If involved in an accident, I agree to complete an Accident Report provided by VPL and to cooperate with the police, my volunteer co-ordinator, and VPL's insurer, its insurance adjusters and attorneys.

I agree that if I drive my own vehicle on behalf of VPL, adequate insurance will always be in force; and I also understand that as a volunteer driver, the limits and coverages provided by my personal automobile insurance are applicable to any accidents or incidents that involve my vehicle and passengers, including those that occur while I am serving as a volunteer driver for VPL.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please remember to provide VPL with copies of the following documents when completing and submitting this form: Driver's License, Vehicle Registration and Auto Insurance Certificate.

*Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Chief Executive Officer, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario, L6A 4W2, 905-653-READ (7323).*