



The Shoebox Project for Women Use of Motor Vehicle Policy

Policy & Guidelines:

Chapters of The Shoebox Project are responsible for transporting gifts from donors to recipient agencies. They are permitted to accept help from other Volunteers to use personal vehicles for these deliveries as well as to support a Chapter's other drive-related activities.

Local Chapters are also permitted to use donated funds for rental vehicles to assist with their gift drive deliveries. A Chapter's funds would be utilized to cover gas, rental fee, and insurance for a non-owned vehicle. (ie: u-haul and other vehicle rental companies).

Volunteers who choose to use their personal vehicles while performing duties on behalf of *The Shoebox Project* acknowledge and accept responsibility for ensuring the following:

Volunteer Drivers **MUST**:

- Be a registered Volunteer with The Shoebox Project and be approved for the role as a Volunteer Driver. (*In registering as a Volunteer, you have agreed to The Shoebox Project's 'Assumption of Risk' and 'Release of Liability' as indicated in our General Volunteer Application/Registration - See our [General Volunteer Handbook](#) for details*).
- Have a valid G Driver's License
- Have their own automobile insurance (minimum \$1,000,000 liability)
- Utilize an automobile that is registered and deemed in safe operating condition according to provincial/territorial law.

NOTE: Volunteers who use their vehicle to perform duties on behalf of The Shoebox Project **must NOT transport minors** under the age of 18 years unless they are the parent/legal guardian of that minor.

In the event of an accident or incident while using a personal vehicle for volunteer duties:

- Volunteers are required to promptly report any such accident or incident to *The Shoebox Project* for our records in addition to following all legal reporting requirements.
- The volunteer's own automobile insurance policy will be the primary coverage.
- *The Shoebox Project* **DOES NOT** provide automobile insurance coverage for volunteers' personal vehicles.