



Knox County Homeless Coalition

Acknowledgement of Transportation / Required Documents Policy

Any Knox County Homeless Coalition volunteer who transports a client in an automobile must **first** submit a copy of his/her driver's license and current car insurance identification card to the Community Programming Liaison/Volunteer Coordinator.

If you know that you will be transporting clients—or if you are open to transporting them, when needed—then please include a copy of your driver's license and car insurance I.D. with this application. Only volunteers with a valid driver's license and proof of insurance will be allowed to transport clients.

Please read the following statements and check the one that applies:

- I understand the policy described above and am submitting photocopies of my valid driver's license and current car insurance identification card.

- I understand the policy above and am not submitting photocopies of my valid driver's license and car insurance identification card. I agree that, unless or until I submit those documents, I will not transport any KCHC client in an automobile, under any circumstances.

By signing below, I acknowledge that I understand and will abide by the policy described above. I agree that I will not transport any KCHC client, without first submitting the required documentation:

Printed Name of Volunteer

Signature of Volunteer

Date

Signature of Staff Witness

Date