



Dear Friend,

Thank you for your interest in the Neighbor Ride **Flu Shot Campaign 2020**. Founded in 2004, Neighbor Ride is a nonprofit organization providing Howard County's residents, age 60 and older, with transportation utilizing community volunteers and resources.

Public health officials agree that this year it is more important than ever to get your flu shot and get it early. Neighbor Ride is ready to help you access this essential preventative care through our **100-day "Get your Flu Shot Early"** campaign with a free ride to a flu shot provider of your choice.

This campaign is made possible by the generous support of the organizations listed below and in collaboration with numerous Howard County community partners.

The following pages include a registration packet that provides you with a Passenger Information Sheet, Waiver Form, Registration Form and an Agreement Checklist. **These forms must be completed and returned to Neighbor Ride before your flu shot ride.** Once your registration is accepted, you will receive a call letting you know you can call to schedule your flu shot ride.

While every effort is made to find a volunteer driver, there is no guarantee that a driver will be found so passengers should also consider having a backup transportation plan.

On behalf of our Board of Directors, staff and volunteers, we look forward to serving you.

Sincerely,

Bruce Fulton
Executive Director

Flu Shot Campaign has been made possible with support from:



L. Earl and Mary T. Armiger Foundation
Karen and Roy Trudel
Stephen and Jackie Breeden
The Schulte Family Fund
Becky and Jason Chamberlain
Bob and Bach Jeffrey

5570 Sterrett Place, Suite 102, Columbia, MD 21044
410-884-7433 www.neighborride.org

PASSENGER INFORMATION FLU SHOT:

Who is eligible to use Neighbor Ride?

Passengers must be 60 years of age, be a resident of Howard County, and must be able to independently get in and out of a vehicle. Call Neighbor Ride if you need wheelchair accommodations. Proof of residency and age may be requested.

How does this service work for flu shots?

Passengers are transported door-to-door by volunteer drivers in their personal vehicles. Passengers must be physically and cognitively able to conduct their own personal business once they are at their destination.

Can a spouse, friend or assistant accompany me?

Yes. A **Passenger Waiver form** for *each* additional passenger must be on file in the office before the ride can be scheduled. (See the following pages for a copy of this form). Neighbor Ride cannot transport anyone under 8 yrs. of age.

When are rides available?

Neighbor Ride provides rides daily, depending on the availability of volunteer drivers. Please note the office is closed on all major holidays and **the ride request schedule is adjusted accordingly.**

All flu shot rides must be in Howard County.

When can I schedule my flu shot ride?

Passengers can schedule their ride once they submit their paperwork and receive a phone call informing them their submitted paperwork has been completed.

How do I schedule a ride?

Passengers must contact Neighbor Ride by phone at 410-884-7433 **at least three (3) full business days** in advance to schedule a ride. For example, if you need a ride on Friday, you must call Monday before 2:00 p.m. to schedule. Office hours are Monday through Friday, 9:00 a.m. to 2:00 p.m., and Saturday 10:00 a.m. to 1:00 p.m. Messages left on the answering machine after 2:00 p.m. and on Sundays are returned the next business day. Passengers must provide the pick-up time, appointment time (if applicable), number of passengers, destination address, zip code, telephone #, and estimated return trip time.

What information is needed before using Neighbor Ride? Passengers must complete the: **Passenger Registration, Waiver and Agreement Forms.**

Can I donate to Neighbor Ride to help ensure services will always be available?

The best way to show your appreciation is make a tax-deductible donation via check or through our website (neighborride.org). It is against Neighbor Ride policy for our volunteers to accept tips.

What happens if no driver is found?

While every effort is made to find a volunteer driver, there is no guarantee that each ride will be filled. Passengers will be called 2 business days before the ride if a driver has not been found to see if the ride is still needed. Passengers will be contacted at 2 p.m. the day before the ride if no driver is found.

What if I need to cancel a scheduled trip?

Please cancel as early as possible so the driver can be notified. Please note: Repeat cancellations or no shows inconvenience our volunteer drivers and impact our ability to serve our passengers.

COVID-19 Safety Requirements:

- Drivers and passengers are required to wear masks.
- Passengers must sit in the backseat and windows will be cracked, weather permitting.
- Both passengers and drivers will be asked to cancel rides if they have tested positive for COVID or been in contact with someone who has tested positive for COVID.
- Smoking, eating and drinking during a ride are prohibited.

How are the volunteer drivers chosen?

Each driver has attended an orientation, passed a criminal background, driving record and personal reference check.

When should I use the emergency line?

When the NR office is **closed** leave a message on the emergency line **only** for the following circumstances:

- If you need to cancel a ride scheduled to take place within the next 12 hours or over the weekend.
- If you were not contacted by your driver the night before your scheduled ride.

How will I be able to identify my NR drivers? Look for the NR sign on the passenger side door of the vehicle and the volunteer's name badge.



Passenger Agreement and Checklist

Please initial on each line below.

I understand that I am **only** enrolled with Neighbor Ride for a flu shot ride. _____

I understand I must be at least 60 years of age and a resident of Howard County to be a Neighbor Ride passenger. _____

I understand I must be physically able to independently get in and out of a car and not use a wheelchair. (walkers, rollator, and canes are fine). _____

I know I must be physically and cognitively able to conduct my personal business once I am at my destination unless I'm accompanied by family, friend or aide. If anyone travels with me, I understand he/she must have a signed waiver on file in the office. _____

I must request a ride at least **three full business days** before the ride date and provide the name, address, phone number and times when requesting a ride. _____

I understand that while every effort is made to find a driver, there is no guarantee. If no driver is found, I will receive a call the day before the requested ride. _____

I understand I will receive a call by my assigned driver by 8 p.m. the evening before the ride. If I do not receive this call, I must call the Neighbor Ride office and notify them, leaving a message on the emergency line. _____

I understand that that there are additional registration steps and fees if I want to use Neighbor Ride for rides other than getting a flu shot. _____

I understand that I must sit in the backseat and wear a mask and open the window slightly, weather permitting. _____

I have read and agree to abide by the policies set forth for Neighbor Ride passengers. If I fail to follow any of these policies, services may be terminated.

Signed: _____

Date: _____



PASSENGER REGISTRATION FORM

Dr. Mr. Mrs. Ms. NAME: _____

HOME ADDRESS: _____
Number, street name & apartment/suite number

_____ **City / Town**

_____ **Zip Code**

DEVELOPMENT NAME: _____ **DATE OF BIRTH:** _____

Preferred PHONE: _____ **Alternate PHONE:** _____
(Circle: Home or Cell) (Circle: Home or Cell)

EMERGENCY CONTACT*: _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **E-Mail:** _____ **Relationship:** _____

EMERGENCY CONTACT PHONE NUMBER: _____ **CELL PHONE:** _____

Note: This number must be different than the home or cell phone listed for the passenger.

** Emergency contacts may be included in periodic mailings from Neighbor Ride.*

WILL ANYONE BE TRAVELING WITH YOU? yes no If yes, name _____

Each passenger must have a Passenger Waiver Form signed and on file in our office before a ride can be scheduled. Extra Waiver on reverse side of Passenger Waiver.

DO YOU HAVE ANY NEEDS A DRIVER SHOULD KNOW? (Ex: limited vision, walker use; need assistance walking: _____

CAN YOU STEP UP INTO TALLER VEHICLES? YES NO _____

Do you speak/understand English: YES NO If no, language: _____

Name of English-speaking contact: _____

Are you a veteran? YES NO

Demographics: This information is helpful when Neighbor Ride is applying for grants.

Are you Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race) _____ Yes _____ No.

_____ American Indian or Alaska Native _____ Asian _____ Black or African American

_____ Native Hawaiian or Other Pacific Islander



Passenger Acknowledgement and Waiver

I, _____, hereby understand, agree and expressly assume all of the dangers and attendant risks of transportation associated with my use of Neighbor Ride (the "Transport"). I waive all claims (including for myself, my successors and representatives) arising out of, or related to, the Transport (directly or indirectly) whether caused by Neighbor Ride's negligence, breach of contract or otherwise (the "Waived Claims") regardless of whether such Waived Claims relate to my bodily injury, property damage, loss or otherwise. I furthermore release and agree to hold harmless Neighbor Ride its successors and assigns, and its officers, directors, agents, volunteers, employees, and their executors, administrators and heirs from any liability, loss, cost or expense associated with the Waived Claims.

In the case of a medical emergency, I understand that the driver is instructed to call 911 and follow the direction provided by 911. A copy of the emergency procedures and protocols are available upon request from Neighbor Ride.

Signed: _____ Date: _____

Please print name: _____

Phone: _____ Cell Phone: _____

Emergency Contact _____ Relationship: _____

Phone: _____ Other #: _____

This form is for an additional passenger that may travel with you.

Neighbor Ride passenger you are riding with: _____



Additional Passenger Acknowledgement and Waiver

I, _____, hereby understand, agree and expressly assume all of the dangers and attendant risks of transportation associated with my use of Neighbor Ride (the "Transport"). I waive all claims (including for myself, my successors and representatives) arising out of or related to the Transport (directly or indirectly) whether caused by Neighbor Ride's negligence, breach of contract or otherwise (the "Waived Claims") regardless of whether such Waived Claims relate to my bodily injury, property damage, loss or otherwise. I furthermore release and agree to hold harmless Neighbor Ride its successors and assigns, and its officers, directors, agents, volunteers, employees, and their executors, administrators and heirs from any liability, loss, cost or expense associated with the Waived Claims.

In the case of a medical emergency, I understand that the driver is instructed to call 911 and follow the direction that 911 provides. A copy of the emergency procedures and protocols are available upon request from the office of Neighbor Ride.

Signed: _____ Date: _____

Please print name: _____

Phone: _____ Cell Phone: _____

Emergency Contact: _____
(must be different than the person you are riding with)

Relationship: _____ Phone: _____