

Volunteer Driver Program Tool Kit

Volunteer Driver Program Planning

Volunteer Driver checklist

Intentional volunteer stewardship is vital to a well-managed volunteer driver program. The following check list helps to review whether the right components are in place.

- Targeted recruitment strategies for matching the right person to the volunteer role
- Application form with enough information that a volunteer can self-screen
- Volunteer driver background check.
 - Motor vehicle driver's license
 - Driver record (abstract) check
 - Proof of valid vehicle registration
 - Proof of valid vehicle insurance
 - Criminal record check / Vulnerable persons check
- Volunteer Driver Interview
- Volunteer Driver References
- Volunteer Driver Job Description
- Volunteer Driver Statement of Understanding
- Volunteer Driver Code of Ethics
- Oath of confidentiality
- Orientation check list
- Volunteer Program Policy Manual
- Volunteer Driver Handbook
 - Safe driving guide
 - Senior sensitivity training
 - Volunteer feedback loops
 - Incident reporting
 - Insurance coverage
 - First aid and/or CPR
 - Vehicle maintenance
 - Alcohol, drug and distraction prevention
- Volunteer Driver Evaluation
 - Rider satisfaction survey
 - Staff feedback
 - Driver self-assessment
 - Peer feedback
- Volunteer driver recognition
- Exit / re-assignment interview