



## Volunteer Driver Program Took Kit Volunteer Driver Background Check

### Volunteer Driver Background Check

A part of [ABCD]'s risk management plan is to include a volunteer background check in the screening process. The background check ensures that:

- the volunteer holds a valid motor vehicle driver's license
- the volunteer's driver abstract is checked and is within maximum demerit number
- there is proof of valid vehicle registration
- there is proof of valid vehicle insurance
- a criminal record check and vulnerable sector check are conducted
- reference checks are conducted post interview

The costs associated with volunteer screening, including costs related to recruiting and retaining volunteers for roles requiring Vulnerable Sector Checks, can become a burden in some cases.

Volunteer Alberta offers extensive resources, links and templates on the Volunteer Screening Program (VSP) page on their website. The VSP provides funding to eligible non-profit organizations to support Vulnerable Sector Checks as well as organizational development in volunteer screening. These funds are provided with support from the Government of Alberta.

Financial support for eligible organizations includes a **Vulnerable Sector Check Fee Waiver**. The fee waiver is intended to help eligible Alberta non-profit organizations with associated costs for obtaining Vulnerable Sector Checks in communities that charge for volunteers. The VSP also provides **Volunteer Screening Development Grants** to support the establishment of volunteer screening processes, policies, and procedures.

### Reference Checks

After an interview, following up on a volunteer driver's references will help link the information you are hearing from the prospect, with information from people they know. Tips for Checking References: Identify yourself and the organization, describe the position/assignment, define the level of vulnerability of the participants, outline the required qualifications, ask open-ended questions, record responses, always check more than one reference. You will find a sample reference check form below.



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Name of volunteer applicant: \_\_\_\_\_

Name of reference: \_\_\_\_\_ Phone: \_\_\_\_\_

[Applicant] has offered to become a volunteer driver for [ABCD]'s assisted transportation program. This program provides rides to seniors who have mobility challenges and need assistance. [Applicant] has brought your name forward as a reference. Thank you for taking the time to do this for us.

1. What is the nature of the relationship with this applicant? (check all that apply)

- |                                   |  |                                      |
|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> employer | <input type="checkbox"/> family friend | <input type="checkbox"/> relative    |
| <input type="checkbox"/> friend   | <input type="checkbox"/> counselor     | <input type="checkbox"/> coworker    |
| <input type="checkbox"/> neighbor | <input type="checkbox"/> teacher       | <input type="checkbox"/> other _____ |

2. How long have you known the applicant? \_\_\_\_\_

3. How well do you know this person?    very well \_\_\_\_ fairly well \_\_\_\_ acquaintance \_\_\_\_

4. As a volunteer, he/she will be required to maintain client confidentiality. In your experience, how is the candidate with confidential information?

5. How would you describe this person's style with people?

6. Would you trust the applicant with your senior parent or a senior close to you?

- Yes  
 No If no, please explain:

7. Does this person deal well with the responsibilities and challenges of everyday living?

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> almost always | <input type="checkbox"/> sometimes |
| <input type="checkbox"/> usually       | <input type="checkbox"/> rarely    |

8. In your experience as a passenger in the applicant's vehicle, have you found him/her to be a safe and cautious driver?     yes     no    Please explain.



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9. Please describe this person's strengths and weaknesses:

Strengths:

Weaknesses:

13. Do you know any reason why this applicant would not serve well as a volunteer driver?

If you have any additional information or comments about this applicant that you would like to share with us, please feel free to call at: \_\_\_\_\_ Ask for: \_\_\_\_\_

Thank you for helping us to determine whether this candidate would be a suitable driver for our volunteer program.

**Signature of caller:** \_\_\_\_\_ **Date:** \_\_\_\_\_