

Volunteer Driver Program Took Kit Volunteer Driver Qualification

Volunteer Driver Qualification

Volunteer drivers providing assisted transportation are helping some of our most vulnerable citizens. It is critical that when choosing drivers, there are clear methods of qualifying, and disqualifying prospect volunteers. The safety and security of clients receiving services relies on the proper matching of volunteers to the driver position.

From information gathered through phone calls, e-mails, the application process, interview, reference checks and other screening processes, [ABCD] will want to rate the volunteer to determine suitability for the driver role. Following is an example of a rating tool.

Driver Selection Checklist

Please rate a prospect volunteer using the following ratings:

- 0 = not acceptable for the position
- 2 = below expectation
- 3 = barely meets expectations
- 4 = meets minimum expectations
- 5 = exceeds all expectations
- 6 = outstanding candidate

Overall Rating: _____

Qualifications	Rating	Interview Comments
Driving Experience		
Previous volunteer experience		
Has worked with seniors		
Personable		
Interpersonal communications		
Knowledge of the role		
Reliability		
Availability		

If the candidate meets the selection requirements, please ensure the following steps are completed:

- Interviewed by: _____ Date: _____
- Copy of the Driver's License on file (front and back)

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- Check Driver's Abstract; driving record meets criteria
- Reference checks are completed and approved
- Required orientation completed
- Required training completed
- Approved by: _____ Date: _____

Volunteer Driver Disqualification

As the job description helps qualify a volunteer, the form above helps make the difficult decision of disqualifying a driver. It helps provide complete, objective documentation of any disqualified applicants. Your volunteer program manager must be able to objectively defend decisions if ever challenged.

Reasons for disqualifying a potential volunteer driver include, but are not limited to:

1. A volunteer prospect does not meet expectations on the selection checklist.
2. A volunteer prospect not being in possession of:
 - a. A valid driver's license
 - b. A safe vehicle (if the driver program involves owner operated vehicles)
 - c. Valid registration
 - d. Valid insurance
3. A volunteer prospect has a criminal history or vulnerable sector check that is not clear.
4. A volunteer prospect has an unsafe driving record.
5. A volunteer prospect cannot read or comprehend written materials including policies, procedures and road maps.
6. A volunteer prospect has physical restrictions that prevent the safe and proper assistance to riders based on essential job functions listed in the job description.
7. A volunteer prospect is unwilling to sign off on required documentation.
8. A volunteer prospect is unwilling to perform essential job functions or requirements.
9. A volunteer prospect reports to an interview, orientation or training under the influence of a controlled substance, alcohol or medications that affect driving abilities.
10. A volunteer prospect fails to meet the expected results in training.
11. A volunteer prospect will not comply to organizational or volunteer program policies and procedures.