

Volunteer Driver TurnKey Kit

Planning Implementation Evaluation



20 TIPS ON PLANNING

In planning a volunteer driver program it is important to...

1. Gather information about transportation needs and challenges.
2. Collect information about transit options in the community.
3. Prepare a transportation options booklet.
4. Undertake surveys of transportation problems and preferences.
5. Review information on volunteer driver program models.
6. Come to grips with exposure, liability, and insurance issues.
7. Hold community information exchange meetings.
8. Decide on vehicle type and ownership.
9. Decide on service boundaries.
10. Decide on type of rides to be provided.
11. Decide on ridership eligibility.
12. Decide on appropriate sponsor.
13. Identify service partners or collaborative groups.
14. Design the program.
15. Prepare a business plan.
16. Plan infrastructure and staffing.
17. Plan service delivery.
18. Identify insurance options.
19. Inform and involve human and transit service providers.
20. Secure start up funding.