

Volunteer Driver TurnKey Kit

Planning Implementation Evaluation



20 TIPS ON IMPLEMENTATION

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

1. Develop a risk management strategy.
2. Purchase necessary insurance.
3. Decide on appropriate monitoring materials.
4. Develop appropriate rider registration materials.
5. Recruit and screen drivers.
6. Organize training activity and train drivers.
7. Inform potential users and supporters about the program.
8. Schedule rides.
9. Organize method for referring riders to other transportation options.
10. Provide training and/or materials on “how to be a good rider”.
11. Supervise drivers.
12. Communicate information to potential riders.
13. Communicate with transportation and human service providers.
14. Attend to vehicle maintenance.
15. Organize a driver recognition/awards approach.
16. Develop a strategy for sustainability.
17. Market the program to the funding community.
18. Develop a plan for evaluation that can be used from the “get go”.
19. Solicit feedback from riders (and drivers).
20. Document service delivery activities.

While many of these tips are addressed in the contents of the basic implementation kit, a number of them will be developed and introduced to the kit in 2006.