

Volunteer Driver TurnKey Kit

Planning Implementation Evaluation



VOLUNTEER MANAGEMENT CHECKLIST

Many of the items on this checklist were included, in a different form, in a recent survey of volunteer driver programs. You may find it interesting that the top five management practices of the respondents to the survey were: (1) completing an application form, (2) screening volunteer drivers, (3) providing volunteer drivers with a job description, (4) doing a drivers license check, and (5) doing a motor vehicle insurance check. According to survey responses, the finger print check, criminal record check and driver record check were the least frequently used volunteer management practices.

For purposes of good risk management, we encourage you to consider incorporating each of these items into your volunteer driver management practices.

The Volunteer Driver Checklist

- volunteer driver background check
 - fingerprinting
 - driver record check
 - criminal record check
- a volunteer driver application form
- volunteer driver staff meetings
- a volunteer driver contract
- volunteer driver training
 - traffic laws and safe driving
 - senior sensitivity training
 - wheel chair transferring
- a volunteer driver handbook
- a volunteer driver job description
- a volunteer driver manager
- volunteer driver feedback mechanisms
- a volunteer driver "office"
- an insurance policy for volunteer drivers
- volunteer driver evaluation
 - evaluation of driving ability
 - evaluation based on staff feedback
 - evaluation based on rider/passenger feedback
- motor vehicle insurance check
- valid driver's license check
- pre employment drug testing
- first aid and CPR
- alcohol and drug prevention
- vehicle maintenance & repair

Other topics not included in the survey instrument that you may want to add to your check list are the following:

- volunteer driver criteria for success
- volunteer driver documentation
- volunteer driver recognition

It should be mentioned that this checklist can be used as a tool for evaluating an existing volunteer driver supervision and management program.