

25 Volunteer Management Recommendations

What follows are recommended volunteer management topics that include recruitment, supervision, and evaluation of volunteer drivers.

1. volunteer driver background check
2. finger printing
3. motor vehicle insurance check
4. driver record check
5. valid driver's license check
6. criminal record check
7. pre-employment drug testing
8. volunteer driver application form
9. volunteer driver staff meetings
10. volunteer driver contract
11. volunteer driver training
12. traffic laws and safe driving information
13. first aid and CPR training
14. older adult sensitivity training
15. alcohol and drug prevention
16. wheelchair transferring
17. vehicle maintenance and repair
18. volunteer driver handbook
19. volunteer driver job description

20. volunteer driver manager
21. volunteer driver feedback mechanisms
22. volunteer driver “office”
23. insurance coverage for volunteer drivers
24. evaluation of volunteers and driving ability
25. evaluation based on staff and passenger feedback

In a survey of volunteer driver programs, the leading volunteer management practices identified by survey respondents were:

- completing an application form
- screening volunteer drivers
- providing volunteer drivers with a job description
- doing a driver’s license check
- doing a motor vehicle insurance check
- establishing criteria for success
- ensuring proper volunteer driver documentation
- organizing volunteer driver recognition

See also the many topics in the Checklist for Volunteer Driver Management information sheet.