

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.
3. Survey transportation problems and preferences.
4. Prepare information on transportation options.
5. Hold community information exchange meetings.
6. Review information about volunteer driver program models.
7. Design the program that is right for your community.
8. Identify appropriate sponsor and service partners.
9. Decide on ridership and rider eligibility.
10. Decide on types of drivers and driver recruitment.
11. Decide on vehicle type and ownership.
12. Decide on type of rides to be provided.
13. Decide on service boundaries.
14. Identify issues related to exposure, liability, and insurance.
15. Identify insurance options.
16. Prepare a business plan.
17. Plan infrastructure and staffing.
18. Plan service delivery.
19. Inform and involve human and transit service providers.
20. Secure start-up funding.

These tips are not necessarily in order of action steps for planning. Many of them are discussed at length in other TurnKey Kit materials. You might find it especially helpful to look at **How to Plan a Volunteer Driver Program**.