

Steps to becoming a driver for NE Village

Step 1: The applicant begins the process to become a regular volunteer with NE Village by contacting a Volunteer Coordinator who supplies them with all necessary forms. The steps to become a driver can proceed at any point in the regular volunteer process although a driver will not be certified before Volunteer Training is completed.

Step 2: Certification to become a driver. A Driver Application form is completed and given to the Volunteer Coordinator who sends it, Oregon Driver license, current auto insurance, date of the person's Criminal Background Check and scheduled date of the volunteer training to NE Village Transportation Coordinator (TC).

Step 3: The NE Village TC submits the volunteer's name and needed information in Step 2 to the Villages NW TC.

Step 4: The Villages NW TC requests the DMV report from the State of Oregon. This process can take 4-5 weeks.

Step 5: If the DMV Report is satisfactory, the Villages NW TC notifies the NE Village TC that the volunteer can start the driver training process. NE Village TC contacts the volunteer by phone/email to say that they will be receiving the link to the National Safety Council (NSC) on-line defensive driving course.

Step 6: To get the on-line course, Villages NW TC sends the volunteer's name and e-mail to the Villages NW insurance company*. The insurance company sends the link to the NSC on-line course to the volunteer.

Step 7: The volunteer has 60 days from date of receipt of link to successfully complete the NSC on-line course and send the notification of completion to NE Village TC who then sends it to the NW Village TC.

Step 8: NE Village TC schedules and completes a road test and vehicle inspection with the volunteer.

Step 9: After the road test, NE Village TC reviews with the driver:

- Road test
- How to respond to service requests
- How to access, complete and send driver report to the NE Village office.

Step 10: NE Village TC sends road test data to Villages NW TC for final approval. NE Village TC e-mails NE Village Office Manager with name of new driver.

*Non Profit Insurance Alliance Group