



VILLAGE VOLUNTEER DRIVERS PROGRAM

The Village Volunteer Drivers Program at the Pasadena Village is for many the greatest benefit of Village membership. And the Village Volunteer Driver volunteers are unsung heroes to whom we are eternally grateful for the time they devote to providing this essential support.

This is how the program works. Members and non-members complete a volunteer application form to become drivers for Village members. The Village orders a background check to be completed by an independent outside firm on the potential volunteer and confirms driver's license and insurance information. All information is then maintained in the office and license and insurance information is updated annually and kept on file. The vetted volunteer is officially added to the safe driver roster. For the protection of the drivers and members, the Village carries a liability policy (as secondary coverage) for both driver and passenger. To access this coverage, the transportation arrangement needs to have been cleared by the office.

When a request for transportation is received by the Village office, the Program Manager sends an email to volunteers on the Village Volunteer Driver list seeking a response to the request. When a volunteer responds, the program manager then makes a connection between the driver and the member requesting assistance.

Sometimes Village members directly call friends in the Village requesting a ride. Be aware if the Village office is not made aware in advance of this arrangement, then neither the driver nor the passenger is covered by the Village liability insurance.

For two reasons, it is important that members inform the Village office when seeking a ride even if it is to tell them that you have arranged a ride. If the driver is not on the safe driver list, or if the Office is unaware of your transportation arrangements, the liability insurance does not cover your situation. So, it is important to keep the Office in the loop when using transportation support. Also, tracking the transportation activity provided by the Village is of value for grant writing purposes.

So, lesson for the day...when involved in transportation arrangements that are not assignments from the office - just make sure that Belinda or Peggy are kept informed. **Members** - let them know when you need transportation or when you are making transportation arrangements on your own with a Village friend. **Drivers** – check in with Belinda and Peggy if you have agreed to provide transportation to a member when the request has not gone through the office.