

Service Provider Risk Management Checklist For Volunteer Drivers

Provider Name:
Volunteer Name:

	Recommended Limit/Explanation	Yes	No	N/A	Date	Notes
<i>Insurance Requirements</i>						
Loss History Reviewed						
Volunteer Personal Auto Insurance						
Certificate of Insurance with Provider Listed as Holder						
Bodily Injury	100,000/300,000 Bodily Injury					
Property Damage	100,000					
Medical Payments	10,000					
Volunteer Accident Coverage	Purchased by Provider to benefit Volunteer-Limits TBD					
General Liability Coverage	Volunteer included as additional insured					
Vehicle Liability Coverage	Volunteer included as additional insured					
Crime (Dishonesty)	Volunteer included as insured, if applicable					
<i>Vehicle Standards</i>						
Record Review (Vehicle Inspection)						
Valid Registration	Verify Expiration					
Current Inspection	Verify Month					
Insurance Verification with Certified Declaration Page						
Driver's Certification of Vehicle Condition						
<i>Vehicles Used</i>						
Driver's Certification of Vehicles Used						
<i>Driver Standards</i>						
Record Review						
Criminal Background Check						
Federal Criminal Record Check						
License Check						
Valid Driver's License In State of Residence Minimum 21 years of age or 5 years of driving experience since license issued						
CDL, if required						

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Copy of current motor vehicle driver record/review	Meets MVCP Standards					
	Recommended Limit/Explanation	Yes	No	N/A	Date	Notes
<i>Driver Standards</i>						
Criminal Background Check						
NH Criminal Check						
Federal Criminal Record Check						
Medical Clearance						
Self Certification of Health Documentation						
DOT Physical/Med Card, if applicable						
Drug & Alcohol Program (If applicable)						
Policy Review acknowledgement & signed consent						
Pre-employment drug test completed						
Random Drug Testing Pool						
<i>Driver Training & Volunteer Orientation</i>						
Policy Review acknowledgement & signed consent						
Pre-employment drug test completed						
Random Drug Testing Pool						
<i>Driver Training & Volunteer Orientation</i>						
Operational Procedures & Service Description						
Supervisor identified & communication process implemented						
Operational procedures review acknowledgement						
Emergency & accident orientation						
Passenger assistance/wheelchair securement,if applicable						
Defensive Driving, if applicable						
Attend drug & alcohol training, if applicable						

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