

## **APPENDIX A – DRIVER TRAINING PROGRAM LIST**

### **Before you begin**

- Assess community need
- Know your target group
- Identify source for mentors
- Identify funding sources
- Ensure legislative and insurance requirements are met
- Think about how you will work with stakeholders

### **Program set-up**

- Develop program objective
- Develop a program plan
- Develop a code of practice and/or mutual responsibility agreement
- Provider selection criteria
- Provider training
- Participant selection
- Matching providers with participants
- Source vehicles
- Consider 'extra value'
- Plan exit strategy
- Conduct an OHS risk assessment

### **Program running and evaluation**

- Planning the time – to meet the driving requirements
- Maintaining the log book and other documentation
- Supporting participants
- Supporting providers
- Meeting with stakeholders
- Evaluation from the outset and ongoing