










# Volunteer Transportation Duty Checklist





## Before the Trip

-  Confirm schedule with coordinator.
-  Contact veteran to confirm pickup time and location.
-  Ensure vehicle is clean, fueled, and safe (seatbelts, tires, lights).
-  Carry driver's license, insurance, and emergency contact info.




## During the Trip

-  Arrive on time for pickup.
-  Greet veteran warmly and assist with mobility needs if required.
-  Drive safely, obey traffic laws, and avoid distractions.
-  Offer friendly conversation but respect if veteran prefers quiet.
-  Follow planned route unless changes are needed.

## After the Trip

-  Confirm veteran has safely arrived at destination.
-  Report trip completion to coordinator (time, mileage if required).
-  Note any issues (vehicle, scheduling, veteran needs).
-  Thank the veteran for their time and service.

## Reminders

-  Maintain confidentiality—do not share veteran's personal information.
-  If veteran shows signs of distress, notify coordinator immediately.
-  Practice self-care—take breaks and don't overextend yourself.

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