

Introduction to AARP Driver Safety Program Orientation Outline/Checklist

AARP Driver Safety Program

The purpose of this outline is to ensure that an Instructor Candidate has received the appropriate content in the Introduction to the AARP Driver Safety Program orientation before participating in the AARP Driver Safety Program Instructor Course.

Approximate time in minutes:	Topic	Completed
5	Introductions and welcome Discuss: <ul style="list-style-type: none"> • Housekeeping, schedule • Roles of District Coordinator, Mentor, Trainer, and Instructor Candidate 	
20-30	AARP the organization Brief review <ul style="list-style-type: none"> • History, vision and mission • AARP in your state • AARP serving our communities • Philosophy of volunteerism • Nonprofit status • AARP Foundation • Responsibilities to AARP 	
20-30	AARP Driver Safety Program Discuss/review: <ul style="list-style-type: none"> • Program overview • Program standards • Overview of volunteer positions • AARP Driver Safety Program volunteer structure 	
10-15	AARP Driver Safety Program Instructor position description Review in detail	

<p>30-45</p>	<p>Administrative information, procedures, and forms Discuss/review</p> <ul style="list-style-type: none"> • Ordering materials • Course kit • Reimbursement policies and forms • Communications guidelines • Labels • Direct deposit • Volunteer travel accident insurance, liability insurance, certificates of insurance Guidance on providing accessibility for persons with disabilities • Guidance on diversity 	
<p>10-15</p>	<p>Marketing and promoting courses Discuss/review</p>	
<p>20-30</p>	<p>Recruiting and supporting hosts Discuss/review</p>	
<p>5</p>	<p>Training plan and next steps Review</p>	
<p>120-180</p>	<p>Total approximate time</p>	