



### What do Volunteer Drivers do?

Volunteer Drivers transport individuals in need of transportation to medical appointments or employment related activities.



### What type of vehicle can be used?

The vehicle must be safe, dependable and clean. Volunteer drivers use all different types of vehicles from small sub compacts to large SUV's.



### Who qualifies to be a Volunteer Driver for Arrowhead Transit?

Any one 21 years of age or over who

- Has a valid drivers license and proof of insurance.
- Has a clean driving record,
- Has not had a suspended license or DWI within the past 3 years.
- Has had no felony convictions.

### What type of insurance coverage must a Volunteer Driver have?

A Volunteer Driver is required to provide enough insurance to allow them to drive legally in the state of Minnesota.

### How can I become a Volunteer Driver?

Call Martin Lepak, Arrowhead Transit Transportation Advocate: 218-410-9755. Martin will give you all the info you need know. He will also provide you with the paper work necessary to apply.

**Q. How are Volunteer Drivers notified of a ride?**  
 A. Volunteer Drivers are notified by a telephone call or a text of a ride at least 24 - 48 hours prior to the time of pickup. An email notification of the ride is also sent.

**Q. Who notifies Volunteer Drivers of rides?**  
 A. All Medical rides are dispatched by Volunteer Driver Coordinators who are located in one central location at the Transportation office in Gilbert MN. Rural Rides (Employment Rides) are scheduled and dispatched by Transportation Advocates located in different counties.

**Q. How frequently are Volunteer Drivers requested to drive?**

A. Volunteer Drivers typically provide rides three or four times a week. Rides vary in length and frequency, depending on the needs of riders and driver availability.

**Q. Is there any reimbursement received by Volunteer Drivers?**

A. All Volunteer Drivers are reimbursed at the maximum Federal Mileage Reimbursement rate: 54.5 cents per mile. Mileage is reimbursed from the time drivers leave their home until they return home.

**Q. How are Volunteer Drivers reimbursed?**

A. Volunteer Drivers submit Mileage Reimbursement forms for all rides provided and receive reimbursement by direct deposit

**Q. Are Volunteer Drivers considered Employees or Contractors?**

A. Neither. Volunteer Drivers are volunteers.

**Q. Are Volunteers required to pay tax on the reimbursement they receive?**

A. This question should be taken up with your individual tax preparer. Arrowhead Transit (AEOA) is required to provide 1099 forms to all volunteers that receive \$600.00 or more in reimbursement annually

**Q. Are Volunteer Drivers who are on call required to provide all rides requested?**

A. Volunteer Drivers have the right to refuse any rides offered to them at the time of dispatch

**Q. May Volunteer Drivers take time away from volunteering to pursue personal activities?**

A. Yes. The Volunteer Driver program is designed so you may take time to come and go from the program at will, by just notifying the coordinators of your plans.