

Driver Volunteer - Driver

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Background and Objectives

Background

The Driver Volunteer system was initially developed to support an organisation, like yours, based in Dorset. They originally had a very manual approach whereby emails were sent to Drivers and they replied saying which journeys / trips they could do. The administrator then assigned the roles and emailed back to the Drivers to say who had been assigned.

This was replaced by an online solution which removed this administrative overhead. They were able to increase the number of journeys from 200 to 900 per year.

Objectives

The purpose of this document is to give you the functionality of the system that is applicable to you, as a Driver.

Systems like this are constantly evolving and improving so it is likely that some information in this document will be subtly different to what you see on the system. An example could be extra menu options. These instructions have been prepared using the views from a PC browser. The system can be accessed via a browser on a tablet or phone and this may give slightly different views, but the functionality will not change.

Instructions

Accessing the System

Your administrator will have given you a URL (website address) which will include a code which is unique to you.

IMPORTANT

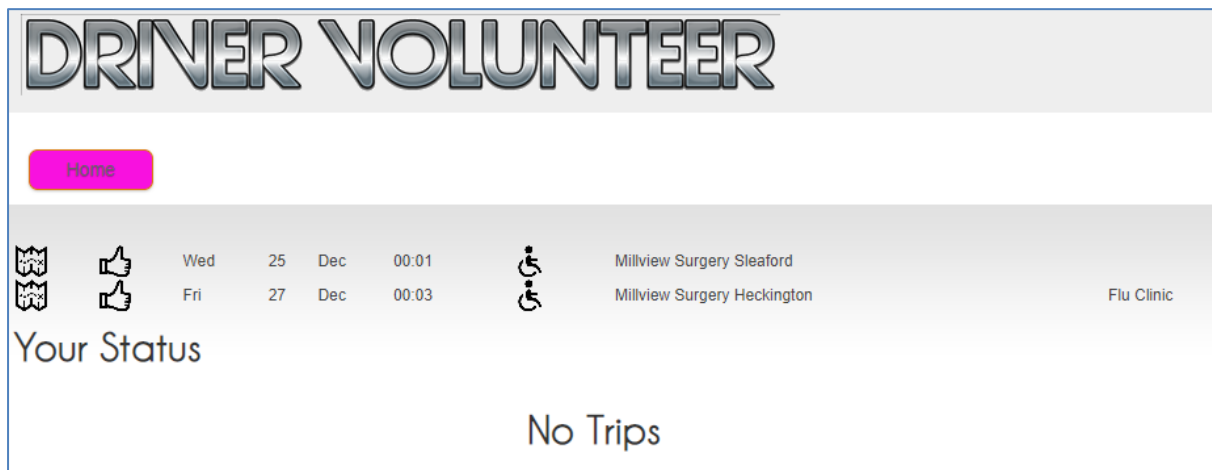
Do NOT share this information with anyone else. On first use add the address to you Favourites or Bookmarks

The URL will look something like this:

<https://www.teamscheduler.co.uk/drivervolunteer/volunteer/PUID/ABCDEFGH-1234-IJKL-5M6N-7890WXYZ4321>

Driver Status Page

The link will open a page like this.



The page displays a menu – Home button.





A list of trips which have not been volunteered for.

Your Status will show trips you have volunteered for.

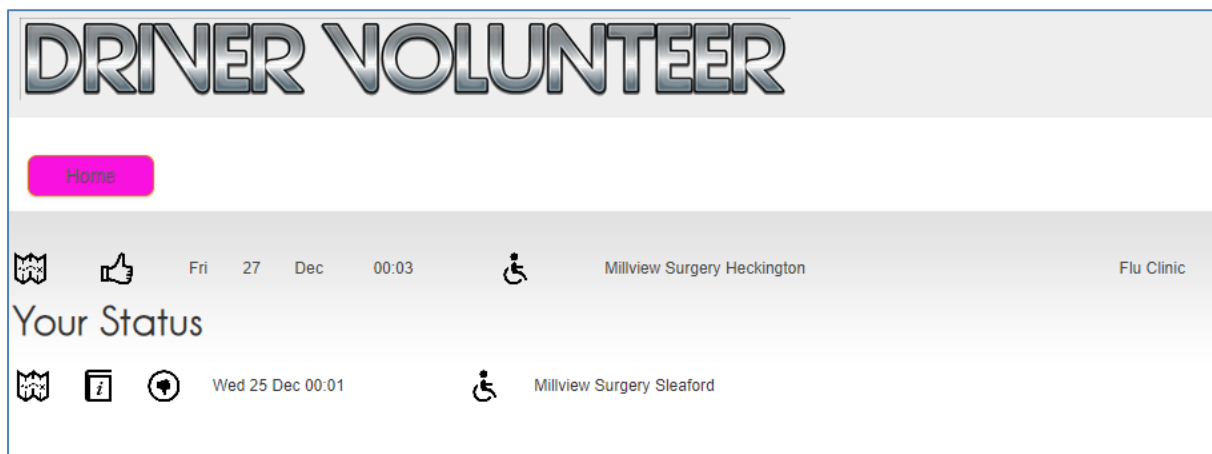
The system uses a few icons, there is a summary of these at the end of this document. However, they have been honed over time to be self-explanatory.

The list of trips provides the following information.



- Link to show you the journey from your address (opens Google Maps)
- I can do that - volunteer for the trip

3. Day, date and time of the journey
4.  if the patient is accompanied
5.  If the patient needs assistance it could be a wheelchair, walking frame or something else.
6.  or  if the trip is not the standard i.e. return trip, but a drop off or pick up only
7. Destination
8. Department if not the, default, Main Entrance

If you have volunteered for a trip(s) then you see this page



The extra icons are:




1.  to view full information about the trip
2.  if you need to be removed as the volunteer

Volunteering

When you click on the  you will be taken to this page

DRIVER VOLUNTEER

[Home](#)

 Fri 24 May 00:02   Millview Surgery Sleaford Flu Clinic

Extra Information:
Manual Train Gates
Test Two


[I Can Do That](#)

You are presented with Extra Information about the destination and patient. If you are able to do the trip then press the I Can Do That button.

You are then given the full details trip


DRIVER VOLUNTEER

[Home](#)

<p>Trip Number:2</p> <p>Journey Details: Fri 24 May 00:02 Millview Surgery Sleaford Flu Clinic 29 Handley St Sleaford NG34 7TQ</p> <p>Patient Address: George Golf-Club Willoughby Road Greylees Sleaford NG34 8PL</p>	<p>Contact: Bob 07909 123456</p> <p> </p> <p>Extra Information: (Extrainfo) October to December Suggested Minimum Donation £5.00 Manual Train Gates Test Two Drop Off ONLY</p>	<h2>Full Information</h2> <p>You can view this information again by clicking on  in My Status</p> <p>For a printer friendly version of this information that you can print or copy click the button below</p> <p>PRINTER FRIENDLY</p> <p>Copying Info</p> <p>After pressing the Printer Friendly button, on the next page press CTRL-A (Control A) which will Select All</p> <p>Then press CTRL-C (Control C) to copy</p> <p>To paste the info open your chosen application e.g. Word, Outlook, Notepad</p> <p>NOTE</p> <p>If using a word processor e.g Word use Paste --> Keep Text Only</p>
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NOTE: In the rare event that 2 drivers volunteer at the same time you may receive this message instead of the trip details – “Thank you for trying, but another driver has just volunteered for this trip. Please choose a different trip if you can.”

Cancelling

If you selected the  for a trip you have volunteered for you will be taken to this page.

DRIVER VOLUNTEER

[Home](#)

 Wed 25 Dec 00:01  Milview Surgery Sleaford


Reason

[Confirm](#) [Cancel](#)

Please be honest with your reason. It may be that something else has come up or it might be something to do with the patient. If the coordinators are kept informed, then they address issues.

You will be returned to the Volunteer page.

Google Maps

If you select the  you will be shown the route from you to the patient and then the destination. Google Maps defaults to “fastest” routes and this may not be the shortest route. The coordinators can specify the route they prefer drivers to take using a “via point”. Note you are free to use other routes but the compensation calculation works against the specified route.

Conclusion

That concludes these instructions. If you have any questions or suggestions, please contact your coordinator. We constantly strive to improve our solutions and something that works for you may be of use to our other users.