



Car Scheme Organisational Health Check

An opportunity to review what your organisation does, how it does it and future plans for the scheme.

- Status of organisation – Charity, IP Society, Unincorporated
- Volunteer Registration Procedures – References
- Insurance Checking - evidenced
- Annual MOT Checking
- Health & Safety / Risk Assessments
- Booking Procedures and Forms
- Fare Structure
- Receipt Books
- Staffing arrangements
- Admin / Mileage Fee
- Expenses Reimbursement
- Monitoring Statistics – Differentiating Types of Activity
- Monitoring of Driver Mileage to include 10,000 miles issue
- Member Affiliation / Registration – Fee?
- Eligibility Criteria
- Financial Control
- Volunteer Recruitment process
- Volunteer Training and Support
- Management Committee Structure / Trustees
- Publicity Strategy
- Membership of the CTA