Checklist for running a successful LDMP

Key tasks for setting up an LDMP:

- Determine local need and identify support network (community profiling)
- Define target group ('disadvantaged' Learner Drivers) and catchment area
- Develop clear objectives for the program
- Define how your program will be managed or coordinated locally
- Identify procedures for recruiting Mentors
- Identify procedures for recruiting Learner Drivers
- Develop clear role statements for key program personnel
- Cost program thoroughly (including personnel and running costs)
- Seek sponsorship/funding to assist in meeting program costs
- Secure a vehicle and venue for operation
- Do a risk assessment and identify ways to manage threats
- Check that all policy, legal and insurance requirements are met
- Start succession planning and develop an exit strategy

Key tasks that will assist with the day-to-day running of an LDMP:

- Develop ground rules for participation in the program
- Recruit, screen and induct Mentors
- Recruit, screen and induct Learner Drivers based on local eligibility criteria
- Match Mentors and Learner Drivers through the Program Coordinator
- Establish a self-maintaining booking system for vehicle use
- Develop clear guidelines for vehicle maintenance

Key tasks that will assist with the on-going running of an LDMP:

- Track how you are going against program objectives over time
- Provide ongoing support to Mentors and Learner Drivers
- Meet reporting requirements for Department of State Growth and Driver Mentoring Tasmania
- Participate in opportunities for sharing between programs
- Meet reporting requirements of coordinating/auspicing body
- Meet reporting requirements for supervising Learner Drivers (log books)
- Celebrate success