



New Driver Quick and Easy Guide to Your First Drives

Check your email for your Ride Scheduler credentials, practice logging in (change your password if you wish).

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On Jul 14, 2023, at 4:34 PM, "FISvolunteer@futureinsight.org" <email@securescheduler.org> wrote:
Hello,

The coordinator for Future In Sight has sent you your credentials for logging into the website.
You can log on with your username: YOUR EMAIL ADDRESS
Your password is: WILL APPEAR IN EMAIL

To log on, click on the following link: <http://futureinsight.securescheduler.org>

If you are not the intended recipient, please reply to this email immediately.

Save the [Ride Scheduler website](#) on your computer for future ease of signing in.

Check your email Mondays and Thursdays for a list of available client ride requests **or log in** at any time.

Click on **“accept”** to select a drive that fits your availability and preferences. If there is not a ride that is a good fit, no problem. New ride requests are added daily.

After you accept a ride, check your email for a confirmation message with all the relevant ride details.

Call the client. After you accept a ride request, please call the client to introduce yourself as a Future In Sight and/or Lions Lift driver, share your name and review the ride details for any discrepancies. Let the client know you will call again the day before the appointment. Leave a voice message and/or try again until you reach the client.

Call the client the day before the appointment and coordinate a suitable pickup time. Always plan to arrive 10-15 minutes early for the appointment. Reminder, the time listed in Ride Scheduler is the appointment time.

Call the client the day of his/her appointment to confirm again. It is helpful to ask the client which door they will use to exit their home and if there are any landmarks to help locate their home.

When you arrive, please ask the client if she/he would like **any assistance** and if yes, “what is the best thing I can do to help?”

After the ride, log into Ride Scheduler to **record your time & miles** (remember, we want your **total time** and **total miles** starting from when you leave your home & ending when you return to your home).

Call the Volunteer Manager with any questions or concerns.

Office: 603-565-2409 or cell: 603-545-1443 (after work hours)

**THANK YOU. YOUR GIFTS OF TIME & COMPANIONSHIP
MAKE A BIG DIFFERENCE IN THE LIVES OF OUR CLIENTS.**