



## DRIVER SAFETY PROGRAM INSTRUCTOR

*“AARP believes that volunteer service is a unique and valuable contribution which benefits both the volunteer and society...”*

**The AARP Driver Safety Program** is the nation's first and largest classroom driver refresher course especially designed for drivers age 50 and older. The course is taught by AARP trained-volunteers usually in two four-hour sessions. It covers rules of the road, driving environment and normal age-related physical changes that may adversely impact your driving, and it includes strategies to compensate for these changes. Tests are not given. Course participants may qualify for an auto insurance discount in 36 states and the District of Columbia or a voluntary discount in the remaining states. **For more information**, visit our website at [www.aarp.org/drive](http://www.aarp.org/drive) or call toll-free 1-888-687-2277.

### Position Function

The Instructor actively organizes and promotes Driver Safety Program courses and then conducts them in accordance with AARP Driver Safety Program National Office guidelines.

### Responsibilities

- Presents AARP Driver Safety Program courses in accordance with AARP National Office guidelines.
- Actively promotes courses among AARP Chapters, RTA Units and other groups and organizations in the community focused on persons 50 years or older.
- Organizes courses through host and participant recruitment, pre-course preparation, scheduling, and arranging of classroom facilities. Actively recruits new host while maintaining current host.
- Accepts teaching assignments from the Zone/District Coordinator.
- Recruits Instructor Candidates from course participants and other sources.
- Attends workshops and other meetings as required.
- Submits appropriate reports within 15 days after the conclusion of each course, to the National Office and to the supervisor. Provides other information to Zone/District Coordinator as requested.
- Keeps Zone/District Coordinator informed regarding scheduling of new courses, host promotion, recruitment and other program activities.
- Recognizes the requirement to actively recruit and involve diverse populations in program activities.
- Promotes AARP's priorities and goals.



---

## Qualifications

- Demonstrated competence in helping older adults learn
- Commitment to the goals and priorities of AARP
- Ability to work well with diverse populations

## Term of Service and Length of Service

- One (1) year with option by supervisor to renew as appropriate.

## Training Required

- Orientation to AARP
- Driver Safety Program course completion
- Instructor training session and annual in-service workshops

## Travel Required

- State and local travel as necessary

## Appointed By

- Zone/District Coordinator, AARP Driver Safety Program

## Supervisor

- Zone/District Coordinator, AARP Driver Safety Program

## Progress Review

- The performance of the Instructor will be monitored on an ongoing basis. As appropriate, the Instructor and his/her supervisor will develop a work plan that will serve as the basis for the volunteer progress review.

## Available Resources

AARP will provide volunteer travel accident insurance and commercial general liability insurance while performing volunteer responsibilities. Expenses will be reimbursed in accordance with existing AARP and Driver Safety Program policies.

---

*It is the policy of the Association that all AARP volunteers will receive equal opportunity and treatment throughout recruitment, appointment, training, and service. There will be no discrimination based on age, economic status, sex, national or ethnic origin, physical or mental abilities, race, sexual orientation, gender identity or religion.*