

MANAGE VOLUNTEER ACTIVITY WITH EASE

The Volunteer Management module for NovusMED allows organizations to manage individual reimbursements, trip manifests, and vehicles helping volunteer services to fit into operations easily and seamlessly.

CENTRALIZED PROFILE MANAGEMENT

Volunteers typically use their personal vehicle so their home address serves as their “garage”. Compared to a standard Provider, their availability and service area is more variable and restricted. Thankfully, all of this data is captured through a centralized workflow to allow organizations to manage volunteer information and the applicable billing unit.

- Volunteers are set up as individual Providers, meaning they each get their own invoice
- Create volunteer-specific vehicles, addresses and availability calendars
- Manage volunteer remote login credentials

Manage Volunteers | MR. JOE COSTA

Volunteer

Employee ID: [141] | Driver Licence Number: 000043348

Title: MR | Driver Licence Expiry: 08-30-2017

First Name: JOE

Middle Name: G

Last Name: COSTA

Gender: M

Parent Org Unit: Volunteer Head Office

Preferred Language ID: []

Birth Date: 03-15-1965

Start Date: 08-13-2007

Statements Received By: Hard Copy

Comments: []

Scheduling Comments: []

Driver Summary

Manage Volunteers

Runs

From Date: 12-06-2019

To Date: 12-20-2019

Run Name	From Time	To Time	Date
XYZ-123	7:00a	5:00p	12-06-2019
XYZ-123	7:00a	5:00p	12-09-2019
XYZ-123	7:00a	5:00p	12-10-2019
XYZ-123	7:00a	5:00p	12-11-2019
XYZ-123	7:00a	5:00p	12-12-2019
XYZ-123	7:00a	5:00p	12-13-2019
XYZ-123	7:00a	5:00p	12-16-2019
XYZ-123	7:00a	5:00p	12-17-2019
XYZ-123	7:00a	5:00p	12-18-2019
XYZ-123	7:00a	5:00p	12-19-2019
XYZ-123	7:00a	5:00p	12-20-2019

Daily Runs

REMOTE ACCESS TO MANIFEST AND SCHEDULES

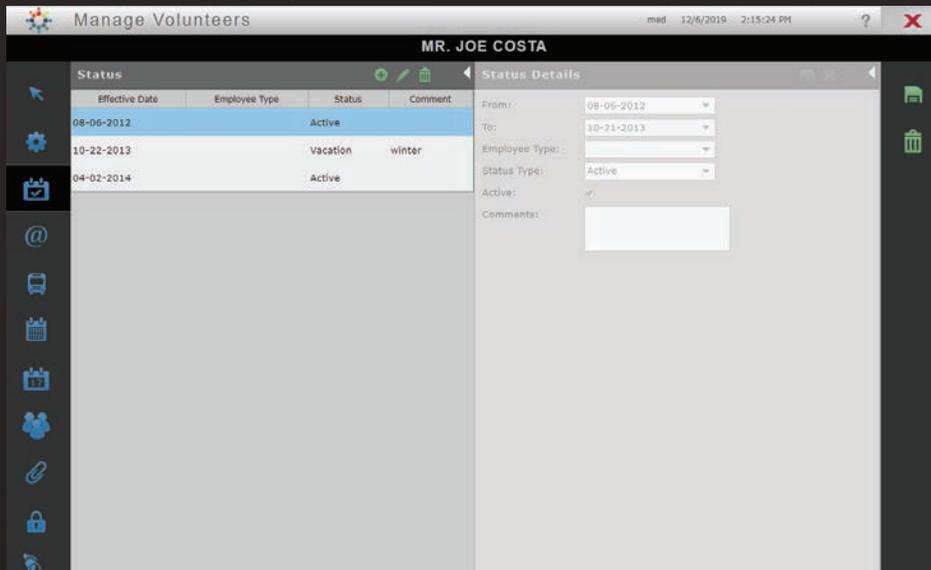
Volunteers are provided with selective online login access and can remotely review their manifest. They only have access to their shift information.

- Volunteers can view assigned trips and details, then choosing to accept or decline them
- Export route information to a printed manifest
- Drivers can be notified by e-mail that trips are available for review

REIMBURSEMENT MANAGEMENT

Volunteers are typically reimbursed on a per-mileage basis. The Volunteer Management module provides comprehensive functionality to manage every aspect of the billing process.

- Ability to set reimbursement rates for volunteers, including single or regional rates
- Reimbursements are broken out per trip, per day, and per billing period
- Ability to set a billing calendar, which groups all reimbursements for the billing period into a single statement
- Volunteers are notified by email when they can log in and review their billing statements
- Volunteers can accept reimbursements, dispute them, and manage donations



The screenshot displays the 'Manage Volunteers' application window for 'MR. JOE COSTA'. The window title bar shows the date 'Wed 12/6/2019' and time '2:15:24 PM'. The main content area is divided into two sections: 'Status' and 'Status Details'.

Effective Date	Employee Type	Status	Comment
09-09-2012		Active	
10-22-2013		Vacation	winter
04-02-2014		Active	

The 'Status Details' panel on the right shows the following information:

- From: 09-09-2012
- To: 10-21-2013
- Employee Type:
- Status Type: Active
- Active:
- Comments:

Volunteer Status

MOVING TOGETHER

TripSpark Technologies is a transportation technology company focused on helping NEMT and healthcare transportation providers increase service and access to transportation, drive revenue, and overcome operational challenges. We are not just a vendor—we are your long-term strategic partner, offering the latest technologies and providing exceptional support.

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