

VOLUNTEER MINIBUS DRIVER

VOLUNTEER ROLE DESCRIPTION

Purpose of Role

To ensure users of our community clubs and day care centres can access the venue on time, in comfort, and safely.

Role of the Volunteer

- To drive users of our day care centres to and from the venue.
- To ensure the comfort and safety of passengers during the journey.
- To ensure that passengers are picked up from their homes in good time to attend the day care centre session.
- To ensure that passengers are collected from the day care centre promptly at the end of the session for their return home.
- To assist with occasional outings
- To complete a journey and vehicle checklist

Skills and attributes needed

- Reliability and honesty
- Patience
- Listening and communication skills
- Awareness of the needs of older people
- Punctuality
- Safe driving skills
- A full UK driving license

As a volunteer we would ask you to:

- Adhere to the Age UK East Sussex Confidentiality Policy and Equality and Diversity Policy, maintaining discretion and confidentiality at all times
- Be reliable and conscientious in your role

Reviewed 06/2015

Next review 06/2017

- Liaise closely with the day centre organiser and ensure s/he is informed of any changes to the normal arrangements or instances you cannot be available
- Treat all service users with dignity and respect
- Promote choice and independent decision making by older people
- Comply with the Age UK East Sussex Transport Policy
- Participate in regular one to one supervision with your line manager

As a volunteer we will offer you:

- An induction and initial training
- Ongoing training relevant to your role
- Work experience and reference after six months volunteering
- Regular support and supervision
- Appreciation of your commitment and time given to Age UK East Sussex
- An opportunity to meet other volunteers socially and for training
- Reimbursement of out of pocket expenses

We place great value on our volunteers - who bring so much to the organisation. Their time, energy and commitment are recognised and greatly appreciated.

This post requires an Enhanced DBS check.

	<p>Age UK East Sussex has been awarded the Investing in Volunteers accreditation. This shows our commitment to all our volunteers and how we recognise that it is their energy, time and commitment which makes our organisation.</p>
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Reviewed 06/2015

Next review 06/2017