

## **Volunteer Role Outline MINIBUS DRIVER**

The Volunteer Role involves assisting in the successful delivery of the Day Centre and Social Opportunities services. Please note, as a driver you will be volunteering with us all day from approx 9.00am to 5.00pm on the days you are with us.

### **Objective:**

- To drive Age UK Gateshead's accessible minibus in a responsible and competent manner, ensuring the safety and comfort of your passenger.

### **The role involves:**

- Carrying out driver's daily checks and risk assessment as per Age UK Gateshead's guidelines before taking the vehicle on the road.
- Reporting any vehicle defects and faults.
- Ensuring the vehicle is in a clean condition (inside and out) before and after use.
- Refuelling the vehicle as requested by the Transport Manager
- Being responsible for the safety and comfort of your passengers and be aware of relevant minibus legislation.
- Being able to use the passenger's lift/ramp in a safe and responsible manner.
- Ensuring the correct use of the appropriate wheelchair and passenger restraint systems.
- Assisting passengers when entering and leaving the vehicle.
- Maintaining simple vehicle and driver's records.
- Being self-motivated and sensitive to the needs and wishes of your passengers.
- Informing Age UK Gateshead immediately of any changes in your health that affect your driving licence or ability to drive.
- Informing Age UK Gateshead immediately of any licence endorsements.
- Notifying Age UK Gateshead as soon as possible of any incidents or accidents affecting passenger safety whilst on duty.
- Working within Age UK Gateshead's Health and Safety guidelines.

**Your role will also require you:**

- Be familiar with Age UK Gateshead's policies and procedures relating to accidents and incidents (e.g. calling at a client's home and getting no answer).
- To undertake necessary training
- To participate fully in the running of the Day Centre or social activity.
- To provide assistance to the Day Centre Service or Social Opportunities services as required.

**The skills required for this role are:**

- A liking for and empathy with older people.
- The ability to work on own and as part of a team.
- Reliability and trust worthiness.
- An interest in developing activities for older people.
- A reasonable level of fitness.
- Good communication skills, including a sound understanding of both spoken and written English.
- Good time keeping skills.
- Knowledge of the local area.
- An understanding of the need for confidentiality.
- A sense of humour.

**Suggested hours:**

Time commitment can be between one or four days per week when our Day Centres and Social Opportunities services operate. The daily time commitment is approx. 9.00am - 5.00pm.

**Location:**

Within the borough of Gateshead.

**Expenses:**

Age UK Gateshead will pay any agreed travel expenses (busfare, etc) on production of receipts paid out in the course of journeys, so that you are not out of pocket. Use of your car will be paid on a mileage basis for all journeys undertaken.

