

Volunteer Role Description

ROLE: **Volunteer Car Driver**

ROLE PURPOSE: Volunteer Car Drivers are required to transport Age UK service users by their own vehicle from the home to the Day Centre and return, supporting the service user during travel.

- Collect, Drop off and Return service users from their residence to the Age UK Day Centre.
- Assisting service user to and from the vehicle
- Supporting en route to services
- Returning service user to their residence
- Supporting people who may use a walking aid or O2

ACCOUNTABLE TO: Transport Manger and Day Care Organiser

TASKS AND ACTIVITIES

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| 1. Manual Handling | To assist the service user from their homes to wellbeing centre using the aid of their own vehicle. To assist in the safe loading and unloading of older people into and out of the vehicle To assist in the passengers safety by the use of seat restraints. |
| 2. Health and Safety | To comply with safe moving and handling techniques in accordance with formal instructions of the Line Manager when working with equipment |
| 3. Training | To undergo appropriate training relevant to the role. This will be discussed on a successful application |
| 4. Working Practices | To become familiar with all Age UK Leicester Shire & Rutland policies and practices as described in the Volunteers Handbook |

The tasks and activities listed are intended as a summary and may be varied from time to time in consultation with the volunteer concerned.

The role description is intended to clarify the tasks and activities of the volunteer and is for the benefit of all concerned. It does not form the basis of a contract of employment.

SKILLS AND EXPERIENCE

Essential

1. Full UK driving licence with 6 points or less
2. Business vehicle insurance
(nearly all insurance companies offer this for free if you are volunteering)
3. Valid MOT certificate and Road tax
4. Good overall health
5. Physical ability to move and handle older people where appropriate
6. To be able to work using own initiative
7. Patience and empathy
8. Good communicator

Desirable

1. Experience of working with older people
2. Awareness of health and safety

Working Pattern: The number of days and hours will be negotiated between the volunteer and their line manager/supervisor.

Day Centre opening days and times:
Mon through to Friday 8.30am – 4.30pm

Driving times: 9am – 10.30am and 2.45pm – 4.30pm

What we offer:

- The chance to be part of an exciting team who will support and develop you with on going training
- The opportunity to be involved with outings with our service users
- The chance to make a real contribution to Age UK Leicester Shire and Rutland's work
- Paid mileage

A volunteer is someone who provides **unpaid** support to
Age UK Leicester Shire & Rutland