

Our Mission Statement

Age UK Sunderland aims to promote the well-being of all older people throughout the City of Sunderland, improve their quality of life and help them maintain independence

Role Outline

- To provide essential door-to-door transport for people identified by Age UK Sunderland who have difficulties using public or other forms of transport.
- Whenever possible, passengers will be matched to nearest driver.

Main Duties:

- To collect passengers and drive them to/from their destination.
- Assist passengers to get in/out of your car when required.
- Ensure any shopping, walking aids, wheelchairs, etc. are safely stowed – preferably in the boot.
- Wait, if required, for passengers attending medical/health appointments.
- If requested, issue receipt for miles travelled (currently charged at 45p per mile).

Specific Responsibilities

- Inform Age UK Sunderland of any journeys booked through you.
- Inform Age UK Sunderland of any changes to your health; changes that may affect your ability to drive; endorsements that may affect driving licence or insurance.
- It is your responsibility to ensure that your car is correctly taxed; insured, has a valid MoT certificate, and is roadworthy at all times.
- Copies of insurance, MoT (when applicable) must be sent yearly to Age UK Sunderland.
- You should check with us whether you need to inform your insurance company that your car is being used for voluntary work and that this is covered by your insurance policy.
- You must notify Age UK Sunderland as soon as possible of any accidents or incidents affecting passenger safety whilst in your care.

Person Specification

- You should be sensitive to the needs and wishes of your passengers.
- Good communication skills.
- An understanding of the need for confidentiality.
- Reliability and trustworthiness.
- A sense of humour.

Hours of work: variable to suit yourself and the journeys undertaken.

Responsible to: Volunteer Co-ordinator.

Expenses: All expenses for journeys undertaken are the responsibility of the passenger you are transporting, with mileage costs going straight to you.

<p>PLEASE NOTE - is post is subject to an Enhanced DBS clearance. This means that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any unspent convictions must be declared. This post is subject to a 6 – 8 week trial period.</p>

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In addition to the Role description here are some dos and don'ts

DO:

- Carry your ID badge
- Carry receipts
- Ensure passengers wear seatbelts (including rear seats)
- Book all drives with Age UK Sunderland for insurance purposes
- Be attentive to the needs of your passenger/s
- On longer journeys take regular breaks (15 minutes every two hours)
- Inform Age UK Sunderland about any problems/difficulties encountered
- Ensure your car has current MoT, insurance, and is always roadworthy

DON'T:

- Drive within 14 hours of drinking alcohol
- Exceed speed limits
- Carry shopping/luggage inside the car, use the boot
- Exceed the seating capacity
- Give your number to service users –
all contact should be made through Age UK Sunderland

You MUST:

- Be mentally and physically fit
- Have a 4 door car to allow easy access to rear seats
- Be a phone subscriber – mobile is ok
- Have at least 5 years driving experience

Confidentiality:

All information relating to service users is strictly confidential.