

MINI BUS DRIVER

Volunteer Minibus Driver Role Description

Outline

Volunteer minibus drivers transport groups and individual users in Access Lewisham vehicles to social activities, meetings, shopping trips etc. These trips will be within the borough of Lewisham. Drivers are responsible to the Access Lewisham Co-ordinator.

Tasks and Responsibilities

- To carry out driving duties in compliance with Access Lewisham policies and to MiDAS standards.
- To liaise with a paid member of staff regarding transport requests and arrangements.
- To undertake vehicle checks before driving and report any problems to Access Lewisham.
- Complete vehicle logsheets accurately and return to the office on completion of any trip.

Volunteer drivers are expected to:

- Undergo a Disclosure and Barring Service (DBS) check and produce two references as part of the induction programme.
- Attend MIDAS training and other appropriate training when necessary.
- Attend informal volunteer support meetings with a paid member of staff.
- Volunteer for at least 3 months.
- Be available at least once a week for 3 hours.

Skills and Experience

- All drivers must be over 21 and have been driving for a minimum of two years.
- A full, clean license is preferable however some points on minor offences may be accepted.
- An ability to listen and communicate with people from a range of backgrounds
- Good level of spoken English although second languages welcomed
- A reasonable level of fitness
- A good understanding and willingness to follow healthy and safety procedures
- A friendly and outgoing approach

Volunteer Responsibilities

As a volunteer driver for Access Lewisham you will be expected to:

- Respect the safety of service users and adhere to the Highway Code.
- Develop trusting relationships.
- Respect others' views.
- Be able to communicate clearly and effectively.
- Inform the Coordinator of any concerns that may arise.
- Be punctual: if you are unable to keep an appointment, you must inform the passenger or the Coordinator at the centre in good time.
- Inform the Coordinator of any unattended appointments
- Inform the Coordinator of any requested changes to frequency or nature of journeys. (*changes need to be agreed by the Driving Scheme Coordinator*)
- To abide by the Equal Opportunities Policy of Access Lewisham.
- Maintain confidentiality at all times.
- Comply with Access Lewisham's risk assessment guidelines

Reviewed February 2013