

CAR DRIVER

Volunteer Car Driver Role Description

Outline

Volunteer car drivers transport individuals in their own vehicles to social activities, doctors, shopping trips etc. These trips will be within the borough of Lewisham.

Drivers are responsible to the Access Lewisham Co-ordinator

Tasks

- To carry out driving duties in compliance with Access Lewisham policies.
- To liaise with a paid member of staff regarding transport requests and arrangements.
- To collect monies from passengers.
- Complete vehicle log sheets accurately and return to the office..
- Ensure the vehicle is roadworthy i.e valid insurance, MOT and road tax.
- Volunteer drivers are expected to;
- Undergo a Disclosure and Barring Service (DBS) check and produce two references as part of the induction programme.
- Attend relevant training
- Attend informal volunteer support meetings with a paid member of staff.
- Volunteer for a minimum of three months
- Be available at least once a week

Skills and Experience

No previous experience is necessary but desirable skills and qualities should include:

- A full, clean license is preferable however some points on minor offences may be accepted.
- A good understanding and willingness to follow healthy and safety procedures
- 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
- Friendly and patient attitude
- Trustworthy and reliable

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.
- On behalf of the organisation collect service user's agreed contributions, towards the cost of their journey, and to return all collected funds to the Coordinator.
- Develop trusting relationships.
- Engage in friendly conversation. It is important not to impose your opinions and beliefs on the passenger
- 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