



34Teme Street,
Tenbury Wells
Worcs WR15 8AA
Tel: 01584 810491

E-mail : admin@tttrust.org.uk
Website: www.tttrust.org.uk

Role: Tenbury Transport Trust Volunteer Driver
Purpose: To provide safe and reliable transport
Day and Hours: Entirely up to the driver
Responsible to: Tenbury Transport Trust Manager

Main Duties:

- Be aware of the safety and comfort of your passenger(s), including not smoking whilst there is a client in the car.
- Ensure that your car is legal, roadworthy and clean and that any equipment and baggage is safely loaded and secured before departure. However, you should not undertake any heavy lifting or carrying
- Pick up and drop off the client at the times agreed with the office
- Collect any fares as agreed with the office
- Record and submit accurate monthly mileage forms within the first few days of the following month (which allows us to reimburse you promptly)
- Wear your ID badge whilst volunteering.
- Report any concerns, incidents or accidents as soon as possible to the Manager
- Notify the Manager of any health issue or personal circumstance that may affect your driving.

Person Specification:

- A valid full driver's licence and good driving record
- Friendly, sensitive and compassionate nature
- Good communicator
- Maintain client confidentiality
- Ability to work on own initiative