



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 & Responsibilities:

To safely transport your passenger from their home to their destination and back

- Be aware of the safety and comfort of your passenger(s)
- No smoking whilst there is a client in the car
- Keep to the legal speed limits
- 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
- Be punctual: 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.
- Carry a fully charged, mobile phone at all times

Person Specification:

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