

Role:	Tenbury Transport Trust Volunteer Driver
Purpose:	To provide safe and reliable transport to ANYONE who has no access to transport of their own
Day and Hours:	Entirely up to the volunteer
Responsible to:	Tenbury Transport Trust Administrator – <a href="mailto:admin@tttrust.org.uk">admin@tttrust.org.uk</a>

## **Main Duties & Responsibilities:**

*To safely transport your passenger from their home to their destination and/or return in your own car, our WAV and/or one of our Minibuses*

- Be aware of the safety and comfort of your passenger(s), including not smoking in the vehicle or near the doors/windows whilst you are operational.
- Drive in a careful, responsible manner, including keeping to any 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.
- Report any passenger changes to the office BEFORE starting your trip.
- Collect any fares as agreed with the office.
- Maintain good communication with the office as necessary.
- Follow guidance/instruction as set out in the TTT Handbook and other relevant documentation.
- Record and submit accurate monthly mileage Claim forms within the first few days of the following month which allows us to reimburse you promptly (if using your own car)
- Wear your ID badge, fluorescent jacket and carry a charged mobile phone **at all times** whilst operational.
- Notify the Administrator of any health issue or personal circumstance that may affect your driving as soon as possible.
- Report any concerns, incidents, accidents, or relevant client information (mobility issues, safeguarding concerns, directions etc. that may be of use to another driver) to the Administrator promptly.
- Provide advance warning, where possible, of any absences to enable cover to be identified.
- Maintain a full driving licence (with D1 for minibus driving), and valid MOT and Insurance with emergency breakdown cover (if using your own car). Ensure the office is updated with current copies and notified of any changes.
- Undertake such training as the Trust requires.

## **Person Specification:**

- A valid full driver's licence and good driving record
- Friendly, sensitive, and compassionate nature
- Reliable, punctual, and trustworthy
- Patient
- Good communicator
- Understanding of the need for safeguarding and maintaining client confidentiality
- Ability to work on own initiative