

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 Administrator

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 and your fluorescent jacket at all times whilst operational
- Report any concerns, incidents, or accidents as soon as possible to the Administrator
- Notify the Administrator 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

Updated: November 2020