

# Thurrock Council volunteer role description

## Carers Centre minibus driver

<b>Supported by</b>	Carers Centre
<b>Role summary</b>	Driving the Day Centre minibus transporting adults to and from the centre for older people's day services.
<b>Location</b>	Cromwell Road Day Centre in Grays (main base), Bell House Day Centre in South Ockendon, and Kynoch Court Day Centre and Stanford-le-Hope
<b>How to apply</b>	Complete the application form at <a href="http://www.thurrock.gov.uk/volunteering">www.thurrock.gov.uk/volunteering</a>

### Tasks and responsibilities

You will be expected to:

- collect adults from their home addresses, bring them to the centre and return journey at the end of the session – there will be an escort who will travel on the minibus to support adults during their journey
- support completion of daily vehicle check sheets before commencing journey
- report defects found on the vehicle
- follow all relevant council policies including equality, health and safety, the corporate fleet policy and drivers handbook – training will be given

### Skills and experience

You must:

- hold a valid driver's licence, including a D1 entitlement, a copy of which will be held on file
- be able to operate the bus tail lift and also able to securely clamp wheel chairs ensuring safe transport of clients – training will be given
- have good communication skills
- be reliable and trustworthy
- be committed to helping the service
- have patience, understanding and a friendly caring nature

It would be beneficial for you to have:

- experience of working with older people who may be frail, mobility impaired and/or sensory impaired or suffer with memory loss
- knowledge of the local areas
- knowledge of basic vehicle maintenance – for example, checking under-bonnet fluid levels, tyre pressures, and so on
- knowledge of first aid and manual handling

### Time commitment

Our 3 Day Centres are open from Monday to Friday. Transport is from 8:30am to 11am, and from 3pm to 5:30pm. You may be required to drive at any of the 3 centre locations listed above.

There may be opportunities to do additional driving for other sessions/outings during the week, including Saturdays, however this is not essential to the role and will be agreed in advance.

## **Support you will get**

We will:

- reimburse expenses, as agreed
- provide induction training
- provide MIDAS Training and Driving assessment
- cover you with our insurance policy
- provide on-going support

**This role requires a Disclosure and Barring Service (DBS) check.**