

Day Care Services Volunteer Role Description

Role Title: Carers Centre Volunteer Minibus Driver

Supported by: Carers Centre

Role Purpose: To drive Day Centre Bus transporting Adults to and from the centre for older people's day services.

Location: Main base: Cromwell Road Day Centre, 121-129 Cromwell Road, Grays Essex RM17 5HQ. - Bell House Day Centre, 23-25 Derwent Parade, South Ockendon, RM15 5EF. - Kynoch Court Day Centre, Kynoch Court, Billet Lane, Stanford le hope, SS17 0AF.

Tasks and responsibilities

- 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.
- To support completion of daily vehicle check sheets before commencing journey.
- Reporting defects found on the vehicle.
- To follow all relevant council policies including equality, health and safety and the Corporate Fleet policy and drivers handbook (training will be given).

Skills and experience

- To hold a valid driver's licence including a D1 entitlement, a copy of which will be held on file.
- To 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).
- Good communication skills, be reliable and trustworthy and to be committed to helping the service.
- Volunteer will need to have patience, understanding and have a friendly caring nature.
- Experience of working with older people who may be frail, mobility impaired and/or sensory impaired or suffer with memory loss would be beneficial
- Knowledge of the local areas would be beneficial
- Knowledge of basic vehicle maintenance would be beneficial e.g. checking under bonnet fluid levels, tyre pressures etc
- Knowledge of first aid and manual handling would be beneficial

Time commitment

- Our 3 Day Centres are open Monday to Friday. Transport is between 08.30 to 11.00 and 15.00 – 17.30. You may be required to drive at any of the 3 centre locations listed above.
- There may be the opportunity 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.

Council's commitment

- Induction Session

- MIDAS Training and Driving assessment will be given
- Reimbursement of agreed travel expenses
- Volunteer will be covered by the Councils insurance policy
- Ongoing support and supervisions

This role requires a Disclosure and Barring Service (DBS) Check