

## Children's Services Volunteer Role Description

**Role Title:** Volunteer Minibus Driver

**Supported by:** Sunshine Centre

**Role Purpose:** To drive the Sunshine Centre Minibus to transport children to and from the centre for a Young Carers Service for 4 to 8 year olds.

**Location:** Main base: Sunshine Centre, Civic Square, Tilbury, Essex, RM18 8AD

### Tasks and responsibilities

- To collect children 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 children during their journey.
- To adhere to the Council's Equal Opportunity Policy and Diversity Strategy, preventing discrimination taking place.
- To follow the Council's Health and Safety Policy and all locally agreed safe methods of work.

### Skills and experience

- Volunteers will need to hold a valid drivers license.
- Good communication skills, be reliable and trustworthy and be committed to the helping this service.
- Council policy for driving minibuses is for drivers to undertake MIDAS training and a driving assessment – full training will be given.
- Knowledge of the local area would be beneficial to this role.

### Time commitment

- Term time only on a Tuesday and Thursday between 3:00pm to 4:15pm and 6:00pm to 7:00pm.
- There may be the opportunity to do additional driving for some other sessions 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 Council's insurance policy
- Ongoing support and supervision

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