



Duffield Helping Hands (DHH) Volunteer Role Description

Role title	Minibus Driver
Objective(s) of role	To transport DHH Clients to and from supermarkets/retail parks.
Brief description of tasks and activities to be undertaken	<ul style="list-style-type: none"> • complete the RJWDC Driver Registration Form with personal contact and driving licence details for insurance purposes before the first duty. • arrive punctually for each duty. • collect and return the minibus key from key safe, and passenger list with contact details from the DHH Coordinator before each duty. • collect passengers from the Centre at agreed time and return to the Centre afterwards. • place traffic cones (available from the rear of the building) in the minibus' parking space to reserve it whilst it's away from the Centre and return these at the end of the duty. • remove all passenger lists from the vehicle, lock the bus and return lists and key at the end of the duty. • be familiar with and follow all relevant RJWDC policies and procedures. • inform DHH Coordinator promptly if unable to perform the duty. • ensure all passengers are made welcome, treated with respect, helped on and off the vehicle as required and wear a seatbelt at all times whilst on the bus. • report all matters of concern (eg no answer at the door) to DHH Coordinator as soon as is possible.
Name and contact details of the person who the volunteer reports to	For DHH issues Emma Morrison emma.wcm@westoncentre.org.uk or 01332 840349 For minibus issues David Zydzienowski on 07779 177668 or dziggy9@gmail.com
How the role fits in with the RJWDC's work	<ul style="list-style-type: none"> • This enables guests with no other means of transport to visit a supermarket/retail park and maintain some independence. • Provides regular social opportunities for older residents of Duffield. • Contributes to RJWDC achieving its charitable aims and objectives. • Aids effective and coordinated responses to clients' needs. • Enables DHH to meet insurance and legislative requirements. • Builds confidence of service users, volunteers, RJWDC Trustees on effectiveness and reliability of DHH services.
Expectations of behaviour and dress (if appropriate)	Pleasant, friendly, welcoming, non-judgemental, friendly and honest.
Required person specifications (if appropriate)	<ul style="list-style-type: none"> • Be reliable and punctual. • Full, clean driving licence • Medical examination as appropriate (over 70s)

Approximate amount of time required for the role per week	Approximately 3 hours per duty depending on location of supermarket/retail park, time allowed for coffee and drop-offs.
Other relevant information	