



Chippenham LINK Transport
Registered Charity No. 1067820

Job Role Volunteer Driver

Main Duties:

To carry out tasks which could be expected of a good neighbour, at the request of the coordinator. These requests will take into account the volunteer's availability and the services they are prepared to offer as noted in their information form.

A volunteer will be expected to do the following:-

- Understand and operate according to the LINK Mission Statement
- Maintain client confidentiality at all times.
- Wear the LINK identity badge.
- Display the Hospital Parking Card whenever appropriate.
- Hand donation envelopes to clients.
- Return donation envelopes as agreed.
- Submit expense claims regularly.
- Advise the coordinator of dates when unavailable, giving as much notice as possible. KIV that drivers names are put against booked jobs up to 2 weeks in advance.
- Refer clients needing further help to the coordinator.
- Report any concerns about clients to the coordinator.
- Be aware of health and safety in respect of themselves and the client.
- Be familiar with Chippenham LINK policies.
- Undertake a Disclosure and Barring Service check.
- Give the Management Committee authority to check MOT, Insurance cover and driving license information.
- Keep Chippenham LINK informed of changes that may affect your volunteer role e.g. changes of car, availability, driving endorsements.
- Undertake training if appropriate.