

Volunteer Driver Job Description



Job Title:	<i>Volunteer Driver</i>
Reports To:	<i>Management Team/Project Leader</i>
Location:	<i>Based at ITMP Office in Wiveliscombe, and working across Somerset</i>
Main Purpose of Post:	
To work as part of the ITMP Team to support with logistics and transporting of staff, young people and equipment ensure our operations and delivery are met. To support young people to access youth services we are delivering.	
MAIN RESPONSIBILITIES AND DUTIES WILL INCLUDE:	
<ul style="list-style-type: none"> • Ensuring any vehicle used is fit for purpose and well maintained, if using own vehicle suitable insurance cover is in place. • Collection of staff, young people, or equipment and transportation to other locations • Collection of ITMP minivan for appointments such as services or MOTs • The safety of passengers • That all seatbelts are worn at all times • Completing vehicle logbooks and fuel returns • Driving in a safe and cautious manor • Ensure a safe and welcoming environment whilst transporting passengers • Reporting any incidents, accidents or near miss situations to ITMP or a manager • Health and safety checks of ITMP minivan prior to use in accordance with policy framework • To ensure that in all respects of direct operations, relevant policies and good practice are adhered to. These include safeguarding, health and safety, equality and diversity, amongst others. For full information see employee handbook and policy framework. • The post holder may be required to attend, from time to time, training, or meetings as required by their own training needs and the needs of the charity. • To establish supportive and effective working relationships with other ITMP staff • The post holder may be required to undertake additional duties commensurate with the level of this post. 	
Facts and Figures:	
The post holder may be required to work as part of the wider team and at both The Hub Centre and Log Cabin Facility, as well as across the county, making use of resources available to undertake the post. Although varied, the role is mostly direct operations but may require some minimal planning / administration.	
Driving Personal Cars: You may be able to use your own car and will need to provide evidence that it has up to date Tax, MOT and have business class insurance. Out of pocket expenses will be paid where funding permits. Ensure the vehicle is safe and legal to drive.	
Driving Competence: you must uphold the reputation of the ITMP by ensuring safe and competent driving at all the times. E.g. no mobile phone use, drinking and driving, driving above the speed limits, no smoking etc. Ensure that you are fit to drive at all the times and inform ITMP about any health issue and change in personal circumstances that may affect your driving ability.	

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SUPPORTING PROCESSES

Problem Solving and Creativity:

The post holder will be required to work to a schedule or route. Problem-solving is part of the role and the post holder will need to demonstrate an ability to respond appropriately, and in a solution-focused way. Complex or significant matters are referred to a member of the management team for advice or decision.

Decision Making:

There is no responsibility for line management of staff or budget management within this position, although all staff have a duty of care in relation to equipment and resources used. Under the direction of line manager, the post holder may make day to day decisions regarding required workload or tasks at hand.

Physical Effort and Working Conditions:

The work requires moderate physical effort. The post holder will be required to pack, transport and use resources and equipment as part of duties, which may include some lifting and carrying. The post holder will refer to our policy framework to ensure safe and appropriate working conditions. The post holder may be required to work evenings and some weekends where possible.

Contacts and Relationships:

Post holder may engage with suppliers or other volunteers/team members with regards to workload.

The post holder may work with:

- Young people aged 8-18yrs
- Family and Parents of young people
- Staff and volunteers
- Voluntary and statutory agencies working with young people
- Local community members
- Professionals from other organisations
- Visitors, including suppliers

Passenger Engagement: Talk to / listen to your passengers if that's what they want, making them feel comfortable in your company is an important aspect of the role.

Additional Information:

An DBS clearance is required as post holder will work alongside children and young people. This post is exempt from the Rehabilitation of Offenders Acts. Drivers are responsible for all offences and fines whilst driving for the organisation in an official capacity. All drivers are required to provide copies of license details prior to start including any points or disqualifications and must complete a driver record form. Minibus Drivers will require a D1 classification and have undertaken Somerset County Council Familiarisation and have less than 6 points on their license.

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PERSONAL SPECIFICATION: KNOWLEDGE, SKILLS AND EXPERIENCE:

Key Competencies:		Desirable Competencies:	
<ul style="list-style-type: none"> • Ability to communicate. • Patience, tolerance, and flexibility • Experienced driving skills. • Ability to self-manage • Current clean driver license 		<ul style="list-style-type: none"> • Experience of working with young people • Experience of vehicle safety • Experience or understanding of community & Youth sector 	
Qualifications			
Essential		Desirable	
		<ul style="list-style-type: none"> • Qualifications related to the role • First Aid Training • Clean Driving licence. 	
Work Experience			
Essential		Desirable	
		<ul style="list-style-type: none"> • In the voluntary or statutory sector • Driving in a career capacity 	
Personal Knowledge			
Essential		Desirable	
		<ul style="list-style-type: none"> • Health and safety in respect of use of vehicles • Able to interpret and apply guidelines and documentation relevant to work • Organisational skills • Effective listening skills • ICT competency 	
Personal Qualities			
Essential		Desirable	
<ul style="list-style-type: none"> • Effective interpersonal skills • Positive attitude • Flexible – able to work evenings (and weekends on occasions) • Willing to develop skills and take advantage of training available • Integrity and honesty • Minimum age 18 years • Able to work as a member of a team 		<ul style="list-style-type: none"> • Creative approach • Willingness to participate in other work if required. • Sense of humour. 	

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Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: