

| ROLE DESCRIPTION | |
|---------------------|---|
| Role Title | Voluntary Driver |
| Role Purpose | To utilise your own private car to provide voluntary transport to service users of the Trust who are unable to access other forms of transport, providing safe transportation to ensure that service users access the care/treatment they need. Other tasks may be involved such as delivering medication and scripts to patients and pharmacies. |
| Hours | To be confirmed – minimum of one day per week. The service operates Mon-Frid (09:00 – 16:30) |
| Location | Location of placement dependant on the location of service users and their clinics. Occasionally transport may involve journeys outside of Leicester, Leicestershire and Rutland. |
| Reports to | Voluntary Transport Coordinator |

What is the benefit of this volunteer activity?

Providing a friendly door to door service for LPT service users, including those with mental health issues and learning disabilities, building relationships with the staff and service users within professional boundaries and helping to promote the value of volunteering by making a real difference.

What is the benefit of this volunteer activity for me as a volunteer?

Opportunity to meet people, develop good communication skills, show compassion, engage with the local community, develop and maintain relationships with NHS staff and fellow volunteers. Volunteer drivers are reimbursed of cost at the rate of 45p per mile.

Responsibilities

- Using your own vehicle to transport patients/service users to their appointments within Leicester, Leicestershire and Rutland safely and efficiently. Other tasks such as delivering medication to patients and scripts to pharmacies, as well as other ad-hoc projects (i.e. Delivering Christmas presents to wards).
- Maintaining your vehicle with an up to date MOT, insurance and road tax
- Ensuring that you are fit to drive at all the times and inform the Transport Coordinator about any health issue and change in personal circumstances that may affect your driving ability
- Talking to / listening to your passengers if that's what they want, making them feel comfortable in your company

- Maintaining contact with the Transport Coordinator during your volunteering day, reporting on progress and advising if you are unable to fulfil your commitment, so that replacement cover can be arranged
- Maintaining strict confidentiality at all times
- Adhering to the Trust policies and procedures
- Adhering to DVLA rules
- Following the Trust 's Covid-19 guidance
- Participating in training and attending any courses that may be relevant
- Attending or contributing to volunteer meetings whenever possible
- Reporting any incidents, accidents, safeguarding concerns or near miss situations to the Transport Coordinator. Providing feedback on service improvement.
- Promoting health, safety and wellbeing

Training

- Attendance at the Trust Induction, held at Beaumont Leys
- Core mandatory training online/workbook
- Mandatory training provided by the Trust including a refresher every 3 years, and participating in individual and group training relevant to the role

PERSON SPECIFICATION

| Volunteer Specification | Weighting: 2 Important 1 Desirable |
|--|--|
| Experience | |
| At least one year's experience of driving | 2 |
| Knowledge | |
| Geographical knowledge of Leicestershire | 1 |
| Awareness of Trust policies | 1 |
| Awareness of Health and Safety and DVLA regulations | 2 |
| Skills | |
| Good listening skills | 1 |
| Ability to show compassion and adopt a non-judgmental approach | 1 |
| Ability to communicate via email and mobile phone | 2 |
| Ability to adapt to change | 1 |
| Patience and reliability | 2 |
| Good time management skills | 2 |
| Ability to cope with some pressure | 2 |
| Establish and maintain appropriate boundaries | 1 |
| Knowledge of another language | 1 |

| Motivation | |
|---|---|
| Be ready to undertake new challenges | 2 |
| Be ready to participate in training relevant to the role | 2 |
| Willing to give feedback about the service | 2 |
| Special Aptitudes | |
| Be ready to accept journeys without prejudice to the location and service users | 2 |
| Additional requirements | |
| Adhere to Health and Safety at all times | 2 |
| Adhere to the Highway Code | 2 |
| Adhere to DVLA regulations | 2 |
| Produce valid insurance certificate and MOT certificate | 2 |
| Agree to a minimum commitment of one full day | 2 |
| Sign and follow the volunteering agreement and confidentiality agreement | 2 |
| Sign and follow individual risk assessment | 2 |
| Qualifications | |
| Full clean driving licence | 2 |

| Other Requirements |
|---|
| <ul style="list-style-type: none"> • This post is subject to an Enhanced DBS (CRB) check. • Volunteer drivers are required to have a medical with eye test every 3 years for those aged under 70 and every year for those over 70 • Volunteer drivers are required to show the Volunteering Team their MOT certificates, insurance certificates, driving licences, breakdown plans following annual renewals • A four-door car would be preferred |



0739 231 6770 / voluntarytransport@leicspart.nhs.uk



leicspart.nhs.uk/involving-you/volunteering