

Social Car Scheme

Volunteer Role Description and Specification

Role Details

Role Title:	Volunteer Car Driver
Location:	Volunteers will be based at their home. The journeys will usually be within the driver's local community area, but some longer journeys may be required.
Responsible to:	FCT Administrative Officer with responsibility for Volunteering
Staffing Responsibilities:	No line management duties
Availability:	Availability can be flexible as role has no set time/date commitment. Passenger trips may be evenings/weekends so some flexibility may be required.
Expenses:	Volunteer out of pocket expenses are paid at 45p per empty (without passenger) mile and 50p per mile (with passenger). Other genuine and agreed out of pocket expenses will be covered.

Purpose of FCT:

To provide affordable and accessible transport services throughout rural Fermanagh with the key aim of reducing social exclusion and isolation for those rural communities who do not have access to either public transport or their own private transport.

Role Purpose

Volunteers give their time freely for the benefit of others, using their own car, to provide essential door-to-door transport for passengers identified by Fermanagh Community Transport as having difficulties using public or other forms of transport.

Role Tasks

- To collect passengers and drive them to/from their destination, and ensure that all walking & shopping aids, and wheelchairs are safely stowed.
- Wait, if required, for passengers – especially when attending medical/health appointments.
- Carry out the role in a helpful, caring and confident manner – within the aims, objectives and values of Fermanagh Community Transport.
- Be self-motivated and sensitive to the needs and wishes of the passengers and staff of Fermanagh Community Transport.
- Keep accurate journey records of all journeys undertaken on behalf of Fermanagh Community Transport, and to submit them with expenses claims on a regular basis.
- Inform Fermanagh Community Transport immediately of any changes to personal health, driving licence, or any other item affecting ability to drive, and to ensure that the vehicle is kept roadworthy; correctly taxed; with current motor insurance cover; and valid MOT certificate (where applicable).

General

- Volunteers shall carry out their duties with full regard to the organisations Equal Opportunity Policy and Safeguarding Policy.
- To ensure that all information received and disseminated, whether verbal or written, concerning passengers is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
- To act at all times with due regard to the organisations Health and Safety Policies and related Codes of Practice.
- Attend and participate in training and/or development events from time to time, as required to update Volunteers on relevant policy and procedures.
- In addition to the duties and responsibilities listed above, the Volunteer may be required to perform other duties assigned by the Manager from time to time. However, such 'other duties' must be reasonable in relation to the Volunteers' skills, abilities and status.
- Volunteers are to wear, and display in a prominent manner, the Fermanagh Community Transport Identity Card to identify you to passengers.
- Volunteers are not to accept payment in cash or kind, nor gifts from passengers.
- Assist Management with the organisation of any internal or external events.
- Carry out any other duties which may be required by FCT that are appropriate to the role.

Registered Office:
42 Enniskillen Business Centre
Lackaghboy Industrial Estate
Tempo Road
Enniskillen
Co. Fermanagh BT74 4RL

Registered in Northern Ireland
Company Registration Number NI 610269
Charity Number: 101626
VAT Reg No: 135 1106 59
Phone: 028 6632 4260
info@fermanaghcommunitytransport.com



Volunteer Specification

Knowledge and Experience:

- Be aged over 25 years and hold a current valid Driver's Licence for more than 2 years
- Have above average driving ability and skills
- A good geographical knowledge of the area
- Have the flexibility to prioritise journeys

Skills

- A confident, helpful and caring manner
- Good interpersonal and communications skills
- Sensitive to the needs of others, including the mobility needs of people with disabilities and a commitment to their equal rights
- Adaptability and flexibility

Attitude:

- Positive, caring, reliable and professional outlook
- Ability to work on own initiative and as part of team
- Confident
- Reliable
- Trustworthy
- Ability to maintain confidentiality
- Take pride in volunteering and appearance
- Flexibility

Expenses

Volunteer drivers are reimbursed motoring expenses at the agreed rate per mile allowance, in order to cover running costs of the vehicle in accordance with Article 66A of the Road Traffic (Northern Ireland) Order 1981, which exempts volunteers from the Public Service Vehicle licensing laws. Such expenses reimbursed will be on a strictly non-profit making basis.

Fermanagh Community Transport will reimburse all other agreed and genuine out of pocket expenses, on production of receipts, paid out in the course of a journey. Such other expenses will normally cover:

- Parking
- Telephone
- Postage
- Tolls
- Other (subsistence)

Expenses will be reimbursed upon production of a Volunteer Driver's Claim Form, fully completed, signed and dated. Claim forms should be submitted promptly at the end of each month, and reach Fermanagh Community Transport by the 5th of the month following.

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