

## ROLE DESCRIPTION

<b>Role Title:</b>	Volunteer Social Car Driver
<b>Responsible To:</b>	The volunteer will be supported by and accountable to the Operations Manager
<b>Main Purpose:</b>	To provide, using driver's own car, essential door-to-door transport for passengers identified by Down Armagh Rural Transport Partnership who have difficulties using public or other forms of transport.
<b>Duties:</b>	Undertaking driving duties as necessary for individuals in the Craigavon and Banbridge area
<b>Location:</b>	Drivers will be based at their own home. The journeys will usually be within the drivers local community area but some longer journeys may be required.
<b>Hours:</b>	As required/ Volunteers own availability
<b>Volunteering Remit Area:</b>	The DART Partnership remit area covers Craigavon and Banbridge area and drivers can be asked to drive for any individual within that area. Volunteer drivers may also be required to drive throughout Northern Ireland.
<b>Main Responsibilities:</b>	<ol style="list-style-type: none"><li>1. To collect passengers and drive them to/from their destination.</li><li>2. Ensure any shopping, walking aids, wheelchairs are safely stowed in the car.</li><li>3. Wait, if required, for passengers especially when attending medical/health appointments.</li><li>4. To maintain a current and valid driving licence of the appropriate category, and to immediately report any driving related offences that may affect the status of the driving licence to the Operations Manager.</li><li>5. Adhere to agreed quality standards as per the MiDAS (Minibus Driver Awareness Scheme) Car &amp; MPV standard.</li><li>6. Keep accurate records of all journeys undertaken on behalf of DART and submit expense claims on a monthly basis.</li><li>7. Inform DART immediately of any changes to your health, insurance, vehicle or driving licence that affects your ability to undertake the role.</li><li>8. Ensure that the vehicle is correctly taxed, roadworthy and has a valid MOT at all times; the insurer must be notified of driver's membership of the scheme but this will not effect premiums.</li><li>9. Act in a helpful, caring, confidential manner, within the aims and objectives of DART.</li></ol>

10. Be self-motivated and sensitive to the needs and wishes of the passengers and work colleagues.
11. Record and report any details of accidents or mishaps, however minor, to the Operations Manager – or as soon as reasonably practicable, including all possible driving offences; such as, but not restricted to, speeding or parking infringements.
12. Report any comments or complaints from passengers to the Partnership Manager or Operations Manager.
13. Participate in all training mandatory programmes.
14. Notify DART as soon as possible of any incidents or accidents affecting passenger safety whilst on duty.
15. Work within DART Health and Safety guidelines, DART policies and procedures.
16. Never to accept payment, gifts nor tips from passengers unless authorised to do so by the Partnership Project Officer / Administration Officer

**Expenses:**

DART will repay all genuine expenses, on production of receipts, paid out in the course of a journey so that you are never out of pocket. Travel expenses will be paid on a mileage basis for all journeys undertaken. Expense sheets must be filled in with all details required. Current mileage rates are available from the Operations Manager.

**Uniform:**

It is DART Policy that all social car drivers will wear the issued DART uniform and carry DART I.D. clearly displayed at all times during the journey.

**Personnel Specification:**

1. Hold a current, valid licence.
2. One year driving experience
3. Be aged over 17 years
4. Have a helpful and caring manner
5. Be sensitive to the needs, including mobility needs, of people with disabilities and a commitment to their equal rights.
6. Have the ability to communicate effectively.

**Vehicle Requirements:**

1. Vehicle must be road worthy and legal at all times.
2. Vehicle must be taxed and insured and, if required, be MOT'd.
3. Vehicle must be easily accessed by old or disabled persons.
4. Vehicle should have room for a walking aid.