

**Purpose of role:**

To provide, using your own car, essential door-to-door transport for passengers identified by Tiverton & District Community Transport Association who have difficulties using public or other forms of transport.

**Location:**

Drivers will be based at home. The journeys will usually be within the drivers local community area.

**Key Contact:**

The volunteer will be supported by and accountable to the Transport Co-Ordinator.

**Availability:**

You let the Co-Ordinator know your availability. TDCTA will then contact you as and when transport is needed. All you need do is let us know if you can or cannot do it.

**Training:**

Drivers will be expected to attend courses, as identified by and agreed with the co-ordinator.

**Expenses:**

TDCTA will repay any genuine expenses. Travel expenses will be paid on a mileage basis for all journeys undertaken.

If you are interested - you can return the application form enclosed, to:-  
The Transport Co-Ordinator  
TDCTA  
Multi-Storey Car Park  
Phoenix Lane, Tiverton, EX16 6NB  
Or Telephone 01884 242099 for more information.



**Tiverton & District Community Transport Assoc.**

Multi-Storey Car Park, Phoenix Lane, Tiverton EX16 6NB  
Tel No. 01884 242099

# Interested in Driving For the Tiverton or Culm Voluntary Car Scheme?



## This is what you can expect, and what we are looking for.

# Personal Attributes Volunteer Car Driver

## Values and Attitudes

### Essential:

- Pleasant approachable personality
- Helpful and caring manner
- Honesty, sense of responsibility and confidentiality
- Flexible approach to working arrangements
- Ability to work on own initiative.

### Desirable:

- Sensitivity to mobility needs of client groups
- Willingness to undertake training as appropriate

## Experience, Skills & Knowledge

### Essential:

- Hold a current, clean, valid driving licence.
- Have at least 3 years accident/conviction free driving.
- Reliable time keeper
- Be able to help passengers into and out of the vehicle and assist them, as required, to and from the vehicle.
- Be able to lift and put away any light loads, e.g. shopping, walking aids, wheelchairs etc.
- Be able to keep accurate records of fares received and mileage covered on behalf of the scheme.

# Task Outline Volunteer Car Driver

## Duties and Responsibilities

- To collect passengers and drive them to/from their destination.
- Assist, when required, passengers into / out of your car.
- Ensure any shopping, walking aids, wheelchairs are safely stowed.
- Wait up to a maximum of 2 hours whilst passengers attend medical/health appointments.
- Collect passenger fares at the rates set, unless stated otherwise by your co-ordinator.
- Issue receipts for fares collected, as requested by your passenger.
- Keep accurate records of all journeys undertaken on behalf of TDCTA and account for all monies received.
- Inform TDCTA immediately of any changes to your health or occurrences (e.g. endorsements) that affect your driving licence, insurance or ability to drive.
- Ensure that your car is correctly taxed, roadworthy and has a valid MOT at all times; insurer to be notified of your driving for the scheme.
- Work in a helpful, caring, confidential manner, within the aims and objectives of TDCTA.
- Be self motivated and sensitive to the needs and wishes of your passengers and colleagues.
- Notify TDCTA as soon as possible of any incidents or accidents affecting passenger safety whilst on duty.
- Work within TDCTA's Health and Safety guidelines.