



TRANSPORT SERVICE

VOLUNTEER DRIVER - ROLE DESCRIPTION

Role:	Volunteer Driver
Accountable to:	Information Manager
Responsible to:	Transport Co-ordinator

Overall objective:

To provide a service as a member of the Transport Team in accordance with the policies of Cancer Support Yorkshire.

Knowledge

- 1 Be able to demonstrate a good awareness of the areas covered by the transport service.
- 2 Be committed to providing a safe, punctual and reliable transport service.

Principle Role/Practice

- 1 Provide journeys for clients to hospital for cancer appointments.
- 2 Provide journeys for clients/relatives to Centre appointments.
- 3 Be punctual and dependable in picking up clients at the scheduled time.
- 4 Maintain confidentiality regarding client information.
- 5 Regular vehicle maintenance to ensure safety of clients.
- 6 Provide annual updates on vehicle insurance policy and M.O.T. (if applicable)
- 7 Provide updated information on driving licence.
- 8 Immediately report incidences, accidents or concerns to the Transport Co-ordinator.
- 9 Provide as much notice as possible if unavailable on nominated day.

General

- 1 Respect the confidentiality of any information held in relation to past or present patients, staff and administration of the organisation.
- 2 Abide by the Health and Safety Policies of the organisation.
- 3 Observe the no-smoking policies of the organisation.
- 4 Read the Volunteer Handbook and become familiar with policies and procedures.