

## **ROLE DESCRIPTION**

### **VOLUNTEER MINI-BUS DRIVER**

Based at Headway Centre(s)

Supervisor: Reablement & Wellbeing Lead

Headway Bristol has its own minibus that is used to transport service users (and volunteers/staff) to/from activities and further afield on day trips etc.

#### **Basic Requirements:**

- A full and clean driving licence (must be aged over 25 for insurance purposes and be eligible to drive a mini-bus)
- A qualified mini-bus driving licence or willing to be trained

#### **Skills Required:**

- Confident driving and road safety awareness skills
- Good health and able to deal with the physical aspects of the role ie., removing seats in the bus and assisting with wheelchairs and restraints, general upkeep and cleanliness
- A polite, cheerful and professional approach
- Empathy and understanding of disabilities and those with a brain injury
- Able to work on your own initiative and a team player
- Good communication skills
- A reasonable understanding of the geographical location we cover
- Reliable and flexible

#### **Details**

- To ensure safe transportation of service users:
  - By collecting and returning minibus to Headway Office
  - Ensuring service users are transported safely to their activities
  - Locking vehicle and reporting any safety issues
  - Daily Vehicle checks
- To communicate to the Reablement & Wellbeing Lead any maintenance requirements or issues with minibus.
- To ensure relevant Policies and Procedures are understood and adhered to, such as:
  - Health & Safety
  - Insurance
  - Lone Working
  - Accident/Incident Reporting
  - Conditions of Disabled (Blue Badge) parking
- To work under the direction of the Reablement & Wellbeing Lead.
- When working with or alongside service users – be sensitive to their needs and abilities. (relevant training will be given if required)