

## VOLUNTEER ROLE DESCRIPTION



**VOLUNTEER TITLE:** Minibus / Pool Car Driver

**VOLUNTEER LINK:** Clinical Logistics Administrator(s)

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**Aims:** To provide a bespoke transport service for the Hospice

**When / Where:** Regular full day / part day - Negotiable

**Main Tasks:**

To use either the Hospice minibuses or Pool cars as required

To be able to carry out tasks solo or part of a two person crew.

To transport patients and relatives as and when required, to and from Focus on Living Group sessions, Outpatients clinics, Hospital appointments and home visits

To take patients on social outings

To transport equipment, specimens, prescriptions and drugs when requested by the Clinical Logistics Administrator(s)

To collect units of blood or blood products from the Pathology Unit at Freeman Hospital for the in-patient unit or Ambulatory Care departments.

To deliver / collect equipment and patients notes

To make deliveries / collections for departments in the hospice as requested by the Clinical Logistics Administrator(s)

To maintain the vehicle log book

To complete a Daily Vehicle checklist and maintain oil, water and diesel / petrol levels in the vehicles

To keep vehicles clean and tidy following Infection Control procedures

To report problems with the vehicle to the Clinical Logistics Administrators

To relay any relevant patient information to appropriate staff

To undertake any other reasonable tasks requested by the Clinical Logistics Administrators

**Skills and Experience:** Full UK Driving Licence with no serious convictions

**Additional Information:** Provide driving Licence and DVLA check code together with vehicle documents (insurance, MOT) on an annual basis



## VOLUNTEER ROLE DESCRIPTION

### Personal Qualities:

Friendly & outgoing with good interpersonal skills

Tact, empathy and sensitivity

Discretion / Confidentiality

Reliable & Flexible

Committed to and demonstrates St Oswald's values of safety and support, positive and can do, accountability and authenticity, care and compassion and excellence and innovation.

### Benefits:

- The opportunity to make a difference to people at a difficult time in their lives and to support your local community.
- A chance to develop new skills, experiences and knowledge.
- A chance to meet new people.
- Reimbursement of your travel expenses.
- The support of a Volunteer Link who is an experienced member of the team.

### Essential Processes/ Training (Internal Info):

- Recruitment Pathway *[On-site]*
- Due to insurance all volunteer minibus drives have to be between 25 and 73 and held a full licence for 2 years
- DBS check required *[Enhanced Children and Adults]*
- Training Online *[Clinical]* must be completed before commencement of volunteering
- Additional training specific to role
  - [Induction*
  - Shadowing experienced volunteer(s)*
  - Pre-MiDAS driving observation*
  - Wheelchair restraint training*
  - MiDAS Training (Minibus Driver Awareness Scheme)*
  - Bespoke Moving and Handling]*
- Smartcard Required *[No]*
- Home Working Risk Assessment *[if applicable]*
- Task Based Risk Assessment *[linked to role: Transport]*

*Reviewed May 2024 [S Freeman & K Toker]*