



Volunteer Title: Volunteer Mini Bus Driver	Reports To: Senior Driver
Last Updated: August 2015	Interested email: <a href="mailto:susan.lewin@whiteleyvillage.org.uk">susan.lewin@whiteleyvillage.org.uk</a>

Whiteley Village, near Walton on Thames, is set in 225 acres of beautiful Surrey woodland. The Village provides homes to nearly 500 older people of limited means and is managed by The Whiteley Homes Trust (registered charity 1103056).

**General Responsibilities:**

To assist the Transport and Facilities Department collect and drive Whiteley Village residents to various locations within the village. This will include providing assistance to passengers, if required, to and from the vehicle and their pickup and destination locations. The role will involve working alongside Whiteley's Senior Driver or independently.

**Key Duties:**

- To complete the role induction with the Senior Driver to a satisfactory level
- To assist transporting residents as instructed, ensuring they arrive safely
- To be fully aware of road conditions and hazards and drive accordingly
- To report any vehicle defects immediately to the Senior Driver
- All volunteering requires a commitment both in time and in motivation. It will be essential that you are consistent, trustworthy and reliable

**Essential Skills:**

- To hold a full, clean standard UK Driving Licence with a D1 entitlement for a minimum of 2 years
- Aged between 25 and 75 years of age
- An ability to demonstrate empathy and understanding to the needs of others
- To be able to support a resident to get in and out of the vehicle

**Desired Attributes:**

- Confident to drive a small 10 seater minibus – experience preferred but not essential
- Awareness of the needs of people with disabilities
- Geographical knowledge of Whiteley Village

**Rewards:**

- Induction, training and support to enable the safe provision of a quality service
- Opportunity to develop new skills and meet new people
- The knowledge you are making a significant difference to residents' lives by helping them to access amenities and get out and about within the Village
- Invitation to volunteer appreciation events

**Volunteer Hours:**

This position is of a voluntary nature and your availability for undertaking a driving shift from 9am to 1pm will be agreed with you in advance. Ideally you should be able to commit to an ongoing weekly arrangement.