

Role Description: Volunteer Driver (Home to School Transport)

Cambridgeshire County Council provides transport for a variety of people including, children and young people, and children and young people with a disability and/or special health or mental health needs. The role of a volunteer driver is to offer safe transport to and from specified destinations, usually home to school/college, for our children and young people.

Tasks

- Collecting and/or returning children/young people to authorised destinations.
- Following journey details, specified by the Transport Team
- Using the correct car seats / equipment when transporting clients less than 135cm in height and under 12 years old.
- Passing on information or concerns you may have to the Transport Team immediately.
- Adhering to guidance issued by the Transport Team.
- Complete and return a monthly expenses claim.
- Attend training as requested by the Transport Team, all drivers including those who are voluntary must be available for training one day per year.

Location

Various locations including Cambridgeshire/ Peterborough and surrounding area plus further afield.

Support and supervision

There is ongoing day to day support from the Transport Team. The Team Manager will aim to meet with drivers collectively at quarterly intervals. 1-2-1 meetings can be arranged at the request of the driver or manager at any time when required.

Benefits of the role

- Flexible work on an ad-hoc basis which fits around your commitments
- Mileage reimbursement
- A comprehensive induction, relevant training and a team who will support you
- New skills and experiences
- Opportunities to provide feedback and suggestions as to how we can continually improve our services
- A sense of satisfaction in knowing you are helping children, young people and their families
- Opportunities to attend coffee mornings with other casual/volunteer drivers

Personal qualities and requirements

For this role we are looking for someone who:

- Has a good rapport with people, especially children
- Is reliable, trustworthy and can commit to the service
- Understands and acknowledges a wide range of physical and emotional needs

- Can work on their own but knows when to ask for assistance and communicates well
- Respects confidentiality
- Is a confident and competent driver

DBS Check

The Council requires anyone working in close contact with children and vulnerable young people to undertake an enhanced level Disclosure and Barring Service check. Until a successful DBS check is received the Council does not permit drivers on its transport services. Repeat checks are undertaken every three years.

As the role involves working with vulnerable people two references are also required.

Availability

Voluntary drivers can choose the hours/days they wish to work. Some voluntary drivers work for two hours a week and others every day. This all depends on your availability and the demand for voluntary transport in your area. Although most drivers do the job as a “community effort”, as the name suggests, the work is voluntary, and the driver has the choice of accepting or rejecting the journey and/or the passenger(s) at any time. The driver also has the option to choose the age range of passengers they wish to transport.

Mileage reimbursement

Reimbursement for mileage incurred is currently paid at 45 pence per mile and is calculated via the shortest route. All mileage, tolls and necessary parking costs will be reimbursed however we do not pay waiting time.