



Volunteer Role Description - Mini Bus Driver

Purpose of Job	To drive the charities mini bus in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and yourself at all times.
Location	Vehicle will be based at venue Unit 5 Britannia Estate, Leagrave Road, Luton, LU3 RJ
Hours of work	As and when required (Likely days: 2 Saturdays a month term time only, occasional Monday and Tuesday evenings)
Duties and responsibilities	<ul style="list-style-type: none"> • Completing Damage Report sheet before and after each session • Driving the FUN vehicles (adaptable and non adaptable) • Plan appropriate road routes to sites • Responsible for the safety, comfort and welfare of all passengers which include service users and staff • Take responsibility for health and safety of the vehicle and users • Report any vehicle defects, faults, incidents and accidents in the log book and to the Service Manager • Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use. • Maintain accurate records of vehicle miles • Maintain and help to promote a good image of Families United Network, appropriate clothing & FUN name badge should be worn at all times and kept in a clean and tidy condition • Work within health and safety guidelines and other guidelines that may be issued from time-to-time • Work within the guidelines as set out in the charities policies & procedure. • To undertake any other associated duties as required by the Co-ordinator • Assist in the promotion of FUN services
Training	<ul style="list-style-type: none"> • Attend relevant training courses as identified and agreed with FUN • First Aid



Person Specification

Values and Attitudes	
Essential	<ul style="list-style-type: none"> • Clean driving licence • Reliable and trustworthy • Experience of driving a large vehicle • Pleasant, approachable personality. • An ability to communicate with a range of people • Patient manner • Ability to work on own initiative and as part of a team • Honest, sense of responsibility and confidentiality • Flexible approach to working arrangements • Sensitivity to user needs
Desirable	<ul style="list-style-type: none"> • Sense of humour • Willing to undertake additional training to enhance the services delivered by FUN
Experience, Skills and Knowledge	
Essential	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence, D1 restricted • Be 25+ (for insurance purposes).
	This post will be subject to an enhanced CRB Disclosure.