



Brent Community Transport

ROLE DESCRIPTION – VOLUNTEER MPV DRIVER

Summary of role :

To drive MPV vehicle to transport clients in accordance with the Rules and Regulations of the Highway Code and in accordance with good practice specified in induction training, to maintain client, staff and public safety whilst on the highway.

Provide basic maintenance of the MPV e.g. oil levels, cleaning of vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle.

Outline of Main Duties:

1. Drive MPV in accordance with the Rules and Regulations of the Highway Code and training provided by BCT's training department, to maintain client, staff and public safety whilst on the highway.
2. Provide daily visual checks and basic maintenance for the vehicles e.g. oil levels, cleaning of vehicles, etc and record any deterioration of the vehicle to maintain basic working order.
3. At the commencement of the journey, liaise with the Passenger Assistant (if applicable) as appropriate to check that seat belts are fastened and bags and equipment is secured. Throughout the journey ensure that clients remain seated, stopping when necessary to ensure that the safety of clients and staff is maintained at all times.
4. Assist clients on and off the vehicle, using the steps or tail lift, ensuring wheelchairs are clamped etc. in order to prevent accidents and meet well 'moving and handling' practice.
5. Complete records as required.
6. Drive an agreed route plan for journeys, seeking prior agreement to any route changes to achieve a practical and cost effective route.
7. Attend training courses as required and assist in the training of other care staff as directed.
8. Comply with Health & Safety, Fire Regulations and other BCT policies.

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Person Specification – Volunteer Office Assistant

CRITERIA/CATEGORIES	ESSENTIAL	DESIRABLE
Qualifications	Basic secondary education but no formal qualifications.	Experience of working in an office environment however this is not essential.
Experience	Basic Computer skills – Word, Excel, PowerPoint. Basic telephone skills. Understanding of commitment to confidentiality.	Able to maintain a computerised database.
Personal Qualities/Attributes	An interest in volunteering within a busy office environment. Able to volunteer as part of a team with people from different backgrounds. Effective verbal and communicational skills. Positive and enthusiastic attitude. Have a courteous manner and be reliable. A commitment to the organisations vision, values and mission.	
Other	Willing to adapt a flexible approach to working arrangements.	