

## African Community Centre Asylum Seekers Community Transport Scheme

### ASCTS Volunteer Driver Role Description

#### Current/Temporary Role due to Covid-19

Our Volunteer Driver role is still available at this time, but has been modified to protect volunteers and clients. Drivers are making food/goods deliveries to clients (i.e. after shopping for them or collecting from a food bank). At present we are only taking vulnerable passengers to medical appointments. It is at the driver's discretion whether or not they transport passengers – it is not a requirement for the role.

Drivers should always comply with the current guidance from the Community Transport Association found here: <https://ctauk.org/covid19-guidance/> as well as adhere to government guidelines as they develop here: <https://www.gov.uk/coronavirus> and specific to Wales here: <https://gov.wales/coronavirus>

- **If you feel unwell, you must let the project manager know immediately, suspend your volunteering and self-isolate for 14 days. If anyone else in your household becomes unwell you must self-isolate for 14 days after they show symptoms. No one should resume volunteering until the entire household is healthy.**

Additionally:

- Read, understand and agree to the ASCTS risk assessment.
- Utilise PPE and follow all cleaning guidelines.
- Ensure that your license, tax, insurance and MOT remain valid.
  - Inform the project manager if there are any changes to you licence (endorsement), tax, insurance or MOT.
- Keep your vehicle in a safe and roadworthy condition.
- Comply with relevant legislation governing the use of motor vehicles at all times.
- Always drive safely and to the best of your ability.
  - Report any traffic collisions or violations during or outside volunteering hours on the day of the collision/violation or as soon as possible to the project manager.
- Communicate with the project manager as needed.
- Accurately log mileage.
  - Submit mileage forms as agreed or on approximately a monthly basis electronically.
- Communicate with participants as needed to ensure journeys are carried out and completed according to the arranged schedule.
- Ensure all data is kept private and confidential and processed appropriately by adhering to our Data Protection policy.
- Inform the project manager of any material change in my health or any circumstances affecting my ability to carry out voluntary work.

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### **Pre-Covid 19 Volunteer Driver Role**

This is a list of general duties and responsibilities for a driver with the ASCTS. This list is not exhaustive and you may be given additional tasks by the project manager, but only with your agreement.

- Complete an enhanced DBS check with the ACC and undergo future checks as required.
- Ensure that your license, tax, insurance and MOT remain valid.
  - Inform the project manager if there are any changes to you licence (endorsement), tax, insurance or MOT.
- Keep your vehicle in a safe and roadworthy condition.
- Comply with relevant legislation governing the use of motor vehicles at all times.
- Follow all health and safety guidelines in regard to the ACC health and safety policy.
- Follow all relevant ACC policies and procedures.
- Always drive safely and to the best of your ability.
  - Report any traffic collisions or violations during or outside volunteering hours on the day of the collision/violation or as soon as possible to the project manager.
  - Report any non-traffic related accidents or incidents to the project manager on the day of the accident/incident and complete an accident/incident form.
- Communicate with volunteer administration assistants and/or the project manager as needed.
- Accurately log mileage.
  - Submit mileage forms as agreed or on approximately a monthly basis.
- Communicate with participants as needed to ensure journeys are carried out and completed according to the booking schedule.
- Greet all clients in person or over the phone in a friendly and courteous manner.
- Always check Unique Participant Number cards when picking up participants for the first time.
- Collect £1 payment per person per journey as required.
  - Drop off money to the ACC as agreed or on approximately a monthly basis.
- Ensure all data is kept private and confidential and processed appropriately by adhering to our Data Protection policy.
- Attend appropriate trainings.
- Inform the project manager of any material change in my health or any circumstances affecting my ability to carry out voluntary work.