

# Driver

## Location:

Countywide

## The role:

Use own vehicle to provide transport for our clients to and from activities, meetings and events organised by Vision Norfolk.

## Key responsibilities:

- To escort our clients to events, activities and hospital appointments
- Talk to clients and make them feel comfortable in your company
- Provide evidence of up to date vehicle tax, MOT and insurance
- Uphold the charity's reputation by ensuring safe, competent driving at all times and report any incidents or accidents to the charity
- Ensure you are fit to drive at all the times and inform the Volunteer Engagement Coordinator regarding any health issues and changes in personal circumstances that may affect their driving ability
- Show a caring and kind attitude towards our clients, whilst helping them to remain as independent as possible
- To be courteous as you will be acting as a representative of Vision Norfolk

## Other responsibilities:

- To contact the Volunteer Engagement Coordinator as soon as possible, if unable to fulfil your commitment so that replacement cover can be arranged
- To wear a photo identity badge during all assignments
- Maintain strict confidentiality at all times
- Adhere to the Vision Norfolk volunteer policies and procedures including Health and Safety

## Required skills and experience:

- Our volunteers must be caring, have good interpersonal skills and enjoy meeting new people
- Be responsible and reliable
- Legally fit, healthy and competent to drive
- A clean driving licence is preferred, although minor driving convictions may not necessarily preclude a person from volunteering

## We offer:

- Visual Awareness Training
- Regular, ongoing advice and support
- Payment of out of pocket expenses agreed in advance

## Contact details:

If you would like to discuss the opportunities we have at Vision Norfolk, please contact the Volunteer Engagement Co-ordinators:  
Edward Bates (Great Yarmouth) 01603 972604  
Penny Parker (King's Lynn) 01553 407004  
Email: [volunteers@visionnorfolk.org.uk](mailto:volunteers@visionnorfolk.org.uk)