

# Minibus Driver

## Location:

Countywide

## The role:

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

## Key responsibilities:

- To escort our clients to and from events and activities
- Talk to clients and make them feel comfortable in your company
- Uphold the charity's reputation by ensuring safe, competent driving at all times and report any incidents, accidents or near miss situations to the charity
- Ensure you are fit to drive at all the times and inform the Volunteer Engagement Coordinators regarding any health issues and changes in personal circumstances that may affect driving ability
- Show a kind and caring 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
- Must possess a clean, full category B (car) driving licence with a D1 entitlement. Any volunteer drivers must be aged at least 21 years old and have possessed their licence for at least two years
- If aged over 70, must meet the Group 2 medical standards required by the DVLA
- 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 Coordinators:

Edward Bates (Great Yarmouth) 01603 972604

Penny Parker (King's Lynn) 01553 407004

Email: [volunteers@visionnorfolk.org.uk](mailto:volunteers@visionnorfolk.org.uk)