

Mission Statement

To care and work for older people and their carers in and around Plymouth and to improve their quality of life through the promotion of choice, opportunity and independence.

Purpose of Role

Using your own 4 door car to provide door-to-door transport for older persons, to enable them to access Plymouth Age Concerns Day Centres.

Principal Responsibilities:

- To collect passengers and drive them to and from their destination
- Assist passengers to get into or out of your car when required
- Ensure any shopping, walking aids, wheelchairs are safely stowed
- Keep accurate record of all journeys undertaken on behalf of Plymouth Age Concern
- Inform Plymouth Age Concern immediately of any changes to your health or changes (e.g. endorsements) that affect your driving licence, insurance or ability to drive
- Ensure that your car is correctly taxed, insured, is roadworthy and has a valid MOT at all times
- Ensure that you have told your insurance company that your car is being used for voluntary work and that this is covered by your insurance policy
- Work in a helpful, caring and confidential manner
- Be sensitive to the needs and wishes of your passengers and colleagues
- Notify Plymouth Age Concern as soon as possible of any incidents or accidents affecting passenger safety whilst on duty
- To offer assistance to the user to ensure that their home is safe and secure on leaving
- To adhere to the policies and practices of Plymouth Age Concern and Health and Safety guidelines

Person Specification:

- A liking for and an empathy with older people
- A reasonable level of fitness
- Good listening skills and an understanding of safety issues
- Good timekeeping skills
- Reliability and trustworthiness
- Willingness to attend Induction Training and other training courses appropriate to role

Expenses - Travel expenses will be paid on a mileage basis for all journeys undertaken

Hours of work - Usually collecting people at approximately 10.00 am and returning them home at approximately 3.00 pm, days to be agreed

Responsible to - Day Centre Manager and Volunteer Co-ordinator