



**VOLUNTEER JOB DESCRIPTION**

**Volunteer Minibus Driver**

**REPORTS TO:**

**Supervisor / Team Leader**

Responsible to Manager / Team Leader and all other paid staff.

Key Responsibilities: To provide transport for members of Outlook as and when required for organised trips and specific events.

- Drivers must hold a D1 entitlement of their driving licence
- Support service users attending sessions/activities as discussed at Induction.
- Represent OUTLOOK in a professional manner including dress code.
- Identify personal training needs.
- Attend volunteer meetings, training events and team building days as requested by the Team Leader.
- Under 70 years of age.

**JOB SPECIFICATION**

**QUALIFICATIONS & KNOWLEDGE**

- Current full clean driving licence (Essential)
- Driving licence at category D1 (Essential)
- Current CRB check (Desirable)
- Current first aid certificate (Desirable)
- MiDAS Certificate (Essential)
- Knowledge of working with drug users (Desirable)

**WORK EXPERIENCE/KNOWLEDGE**

- Experience of driving appropriate vehicles (Essential)
- Awareness of legislation affecting driving work (Essential)
- Understanding of confidentiality (Essential)

**SKILLS & ABILITIES**

- Reliable and trustworthy (Essential)
- Ability to work as part of a team (Essential)
- Caring attitude (Essential)
- Excellent communication skills (Essential)

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