



## **Volunteer Driver**

### **Responsible for/main tasks:**

- To offer transport by car to MAECare service users as agreed with MAECare staff
- To offer transport to local events, to doctors surgeries, clinics, dentists and other minor appointments
- To undertake training relevant to transporting passengers as soon as possible after induction
- Ensuring adequate insurance cover for carrying members
- Ensuring safety of passengers whilst in vehicle, e.g. wearing seat belts and safe transfer in and out of the car
- Inform MAECare of any changes to car, driving licence, medical conditions or driving related fines and convictions.
- Awareness of, and agreement to work within, all MAECare policies and procedures
- Keep a record of all mileage travelled on behalf of Moor Allerton Elderly Care (from your home and back), and any phone calls or parking fees, and recording them on the expenses Form.
- To inform MAECare staff if you have any concerns about the wellbeing of the person receiving the lift