



WEST LOTHIAN BIKE LIBRARY CIC – DRIVER

Role Profile for **Driver Volunteer**.

The Organisation:

West Lothian Bike Library (WLBL) is a not for profit, community interest company. We help people to get active and connected through cycling and associated activity. We aim to tackle inequalities in health by making cycling an activity for all, regardless of background, income or ability.

Our projects and activities aim to improve health and increase independence, confidence, employability and skills. Where cost is a barrier to cycling, we donate and/or loan free of charge recycled bikes to those in need.

We offer low cost repairs and sale of recycled bikes meaning more people can own a bike and keep it on the road cheaply, whilst raising funds to enable us to donate services to those who need them.

The Role:

The role is about supporting our loan and donation services within the West Lothian area.

- Collect donated bikes/equipment and deliver to WLBL centre
- Transfer bikes between WLBL hubs and loan/donor venues.
- Deliver loan and donated bikes to individuals and adjust bikes to correct position for the recipient.
- Use own van or car (with adequate insurance) for deliveries with bike racks and trailers available from WLBL.
Or, on some occasions
- Qualified to drive hired vans occasionally used for events.

Appropriate Training will be given. Where there is a cost attached to training, it is expected that the volunteer will use their entitlement to ILA allowance in the first instance.

For insurance purposes, it is essential that volunteers only carry out tasks within the remit of their allocated role. It is essential that no adjustments out with this remit are carried out unless registered with WLBL as a Cycle Mechanic.

Responsibilities:

- Provide Project Coordinator with availability weekly.
- Collect and deliver bikes and cycling equipment to WLBL and loan/donor venues.
- Deliver loan and donated bikes to individuals.
- Adjust delivered bikes to correct position for the recipient.
- Collect Loan Agreement paperwork from recipient and ensure adequately completed and kept secure until submitted to WLBL Project Coordinator.
- Participate in appropriate training prior to delivering bikes to individuals.
 - Cycle Maintenance training session.
 - Completion of Loan Agreements and Confidentiality of Personal Data.
- Submit Carry out all tasks with respect to the health and safety to yourself and others.
- Demonstrate respect for other volunteers, cyclists and staff.
- Maintain the confidentiality of data and information belonging to WLBL, their staff, volunteers and Customers.
- Attend further training sessions as appropriate.

All volunteers must agree to our [Volunteer Commitment](#) prior to commencing a role with us.

Personal Requirements:

- Must be aged 18 and over.
- Valid Full Driving licence and MOT for your vehicle.
- Vehicle insurance cover for business use.
- Friendly, approachable and sociable.
- Reliable.
- Good time management skills.
- Ability to communicate well with customers and donors.

Driving Licence, Vehicle Mot and Insurance Cover must be made available for verification by the Project Coordinator prior to commencement of the role and annually thereafter.

Location:

The role is based at Crofthead Community Centre with regular travel, mainly within West Lothian.

Expenses will be paid in line with WLBL Expenses Policy.

Commitment Required:

The role is on an as required basis.

Volunteers make their availability known to the Project Coordinator on a weekly basis and tasks are then allocated accordingly