

Dunedin Community Transport Trust Inc

C/- 2 Playfair Street, Dunedin 9012

Phone: 03 455 4050

Role Description: Volunteer Van Driver

Working in conjunction with the Volunteer Shopping assistant, the Driver will ensure that all clients are driven safely from their homes to the supermarket and return. Where necessary, the Driver assist the clients to enter and exit the van, assist with packing, carrying and delivering groceries, as required. The Driver will responsible for collecting fares, giving change and balancing the running sheet, in conjunction with the Shopping Assistant. Policies and procedures set out by the Trust are there to guide and inform the volunteers of their rights and responsibilities. This Role Description, in conjunction with Policies and Procedures form a Code of Conduct for all Volunteers

Necessary skills:

1. A clean, current driver's licence
2. Ability to handle a van in all situations, including backing, turning in tight spaces and able to negotiate into mobility parks at supermarkets
3. Knowledge of Dunedin Streets
4. Empathy and patience with older people
5. Good degree of mobility and physicality
6. Ability to stack bags into boxes without crushing fragile items
7. Money handling

Duties:

1. Drive the van and fuel as necessary
2. Ensure van is kept in a clean and tidy condition
3. Assist clients to access and exit the van
4. Ensure that shopping trolleys are brought to the van to assist clients as mobility aides, as necessary
5. Load shopping into van, in conjunction with the Shopping Assistant
6. Carry groceries into house and leave in an accessible place, as specified by the client, if necessary
7. Inform Coordinator of any issues with the van

Dress:

1. Good casual, comfortable, practical clothing
2. A vest is provided by the Trust that identifies the volunteer as such

3. Hi-viz rain jackets are also available, as required
4. Volunteers may also wear a volunteer badge on a lanyard or pin, as provided by the Trust

Time commitment:

Each run takes about 3 hours, depending on number of shoppers. Volunteers would need to commit to at **least** one run per month. Volunteers **must** stay in the vicinity of the supermarket for client safety.

All runs begin and finish from the Trust's base in Caversham. The current times and days of the runs are:

1. Tuesday morning – Hill suburbs to Mornington Countdown
1. Thursday morning - South suburbs to Pak'n'Save
2. Thursday afternoon – South suburbs to Countdown Anderson's Bay