



volunteering opportunities: minibus drivers



http://hctgroup.org/bristol_community_transport_volunteering



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Bristol Community Transport (BCT) is a company limited by guarantee and registered in England and Wales. Company number 4749030. VAT number 805311274. Our registered office and main correspondence address is: 137 Parson Street, Bristol BS3 5RB

part of the hct group 

Volunteer Minibus Drivers

We rely on having a strong team of volunteers to help us deliver our transport service to many thousands of people across Bristol.

Many charities, not for profit, elderly and young people's groups use BCT for their transport needs, our volunteer team help these organisations to go on trips, attend scheduled events and conduct their varied activities.

Our vehicles can go anywhere in the U.K. though most trips are in and around Bristol and to regional destinations.

You will need ...

- To be aged 21 +
- Held a full UK driving licence for a minimum of 2 years
(ideally clean, if you have endorsements talk to us as some can be accepted)

We offer ...

- Flexible volunteering opportunities
- Training to a nationally recognised standard
- Opportunity to learn new skills
- Volunteering in a friendly, supportive environment
- Opportunity to meet a wide range of people
- Something worthwhile to do in your spare time
- Expenses provided (by our member groups, we will explain how this works)
- Potential to opt for paid driving work if interested

You will be helping community groups (members of BCT) across Bristol to carry out their day to day activities. This will cover anything from shopping, lunches, school sporting events, elderly peoples' day centres transport, social events and long distance days out, even the occasional multi day trip.

Our members come from a diverse range of cultures, faiths and ages. You can opt to volunteer for any of these groups when offered volunteering opportunities, importantly you are not obliged to drive for particular organisations, the choice is yours, we simply offer volunteering opportunities as they arise.

We provide information of who requires a volunteer, the destination, particulars related to passengers whether youngsters with their teachers, any mobility requirements; wheelchair users, mobility aids, pick up and return time(s), and the level of agreed expenses.

Organisations must become a member of BCT before they can access our transport service. The BCT Membership Information Pack explains how this works:

Supervision

Volunteers should never be 'just the driver,' as they are giving their time to assist in your group's activities. Volunteers should be supervised by a responsible person from the member group and made to feel welcome and supported. This should include suitable breaks during the day, meal arrangements, pick up lists and times, expenses, provision of an escort if necessary and an agreement over extra mileage (i.e. a driver taking a vehicle home for lunch). If appropriate a volunteer should be given clear guidelines on a member group's volunteer guidelines, policies and procedures.

Volunteer Details

Personal details of drivers will not be given out to member groups for confidential reasons, unless permission has been sought from the volunteer. Once communication has been made a member group may wish to request a contact number from their volunteer.

References

BCT does not take up references for all volunteers, although in some cases we may feel it appropriate. If a group wants to ensure that any person is of 'good character', then they should take necessary steps (refer to DBS checks).

We cannot be responsible for any personality clashes or differences of opinion between the driver and a member group.

DBS (**Disclosure Barring Service**) checks

BCT conducts DBS checks for all volunteers for its own purposes, such information cannot be shared with member groups, BCT can only confirm a DBS check has been conducted.

Volunteer Expenses

These must be provided by the member group direct to the volunteer

All voluntary expenses should be reasonable and the amount given should reflect the nature of the work and the hours involved. Under no circumstances should the expenses be viewed as a payment, as this may affect any benefit entitlements of a volunteer. **Expenses must be provided on the day of the trip** and not at a later date. Any requirement to sign for expenses issued and any other related matter is the responsibility of the organiser of the trip or their nominated representative.

Volunteer drivers are the member group's volunteer for the particular trip booked, they are not BCT volunteers.

BCT strongly recommends that all member groups have at least one MiDAS approved driver authorised to drive, in cases of emergencies.

Above all volunteering should be a fulfilling and enjoyable experience. When a volunteer's commitment and ability are matched by adequate supervision and support, volunteers should be able to develop, expand or change their area of work.

About BCT

BCT started in 1985 and is now the largest community transport provider in Bristol (in terms of fleet size and numbers of passengers carried). We operate a fleet of over 30 vehicles; mainly minibuses and some wheelchair accessible cars for use by Bristol community groups.

In the year to 31 March 2015 BCT carried over ¼ million passengers covering some 320,000 kilometres.

BCT is a not for profit company limited by guarantee, that receives some financial support from Bristol City Council, the majority of its income comes from charges to members for transport and related services, charges for minibus driver training for members and other organisations and a range of other bespoke transport related services, including a car club.

BCT joined the HCT Group in December 2011. The HCT Group is a social enterprise in the transport industry, safely providing over 20 million passenger trips every year. They deliver a range of transport services – from London red buses to social services transport, from school transport to Park and Ride, from community transport to education and training. They reinvest the profits from its commercial work into further transport services or projects in the communities it serves.

BCT was the first organisation of any type in Bristol to be awarded the social enterprise mark. The mark promotes that we are a social enterprise run to provide social value.

Training

The minibus driver training provides all the relevant information required to help you volunteer, covering:

What are the benefits of the MiDAS scheme?

MiDAS brings a wide range of benefits both to Bristol Community Transport, the operator and to you and your passengers. These include:

- Enhanced passenger safety and improved passenger comfort
- Potential savings in insurance and running costs
- A single recognisable certificate to ensure high standards of driving

What does the MiDAS certificate consist of?

Module One – Standard Certificate (compulsory)

- Training in the skills required to drive a minibus
- A thorough knowledge of the legal responsibilities of a minibus driver
- Good practice in passenger safety and passenger comfort
- Defensive driving techniques
- Information on Bristol Community Transport policies and procedures
- Minibus Fire & Evacuation Procedures

Module Two – Accessible Certificate (optional)

- Safe use of ramps and tail lifts
- Wheelchair and passenger restraint equipment
- Passenger awareness and passenger assistance
- Information on disability, carrying children and professional etiquette

The Driving Assessment

- A demonstration drive to show the standard required
- The opportunity to familiarise yourself with the vehicle
- An assessment of your driving skills and competence

Frequently Asked Questions

Q: What is the salary ?

A: There is no salary, these are volunteer opportunities and there is no employee / employer relationship (please see Expenses below)

Q: Do I need training ?

A: Yes, all driver are required to complete minibus driver training; MiDAS

Q: Do I need a PSV / PCV vehicle licence ?

A: No

Q: Do I need a “D1” category on my driving licence ?

A: Not necessarily, a D1 category is useful, if you do not have a D1 it merely restricts you to drive smaller (lighter) minibuses.

Q: Are there any age restrictions ?

A: Minimum age is 21 years, held a full UK driving licence for two years. We would prefer drivers to have had two years of driving experience and a knowledge of driving in and around the Bristol area.

Additional restrictions apply to drivers aged over 70 years.

Q: I have some endorsements on my driving licence, is that a problem ?

A: This depends on what the endorsements are and how long ago. Please contact our Driver Training Manager to discuss this further.

Q: I am only available weekends or evenings, is that any help to BCT ?

A: Yes, member group bookings occur at any time including evenings and weekends. When we contact volunteers to match them to minibus bookings we just check your availability.

Q: I am new to the U.K. can I still drive ?

A: We are able to accept non-U.K driving licences, however please note you will need to advise us before offering to volunteer, and that non-U.K. licences are only valid for 12 months after residing in the U.K.

Q: Are there expenses ?

A: Yes, member groups who book the transport provide volunteer driver expenses direct to the driver when you drive for them. We will provide all relevant information at the time you volunteer, you may be asked to sign for the receipt of expenses by the trip organiser, and comply with any other reasonable request from our member groups; they will normally have their own policies and procedures covering the provision of expenses. It is the member group's responsibility to follow their own procedures.

Q: Is there an uniform?

A: Volunteers are issued with a BCT polo top, fleece jacket and a high visibility vest.

Q: What about insurance ?

A: BCT has comprehensive insurance for all vehicles, volunteers, employees and passengers, as well as public liability insurance.

Q: Do I need to be physically fit ?

A: Some of the volunteering opportunities involve wheelchair movement, clamping and / or storage, so a degree of physical fitness is necessary.



If you still have questions please contact the Customer Service & Administration team:

Tel: **0117 902 0159** or email: **office@bristolcommunitytransport.org.uk**

Alternatively contact us to make an appointment to visit our premises for an informal chat.

enquiry form – volunteer drivers

Personal details

Surname	
Forenames	
Title	
Home Address	
Home Tel	
Mobile Tel	
Email	

Driving Licence & Training

Do you have a category “D1” on your licence ?	Yes / No	Not required but helpful
Do you have a MiDAS certificate ?	Yes / No	Not required but helpful
Endorsements (please list type & date)		

Experience & Availability

What appeals to you about volunteering for BCT members ?
Please indicate what experience you have of driving minibuses or similar vehicles and volunteering or working for /with not for profit organisations
Are there particular days / times when you would be available to volunteer ? e.g. evenings only

Please contact me to discuss volunteering. I am aware that BCT works with children and vulnerable adults and that I will be required to submit to a DBS check.

Signature	Date
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Please complete and return to: BCT, To the rear of 137 Parson Street, Bedminster, Bristol, BS3 5RB