

# FACTSHEET NO 2.

## 5 Steps to producing a simple Job description

### STEP 1 – Define the Job

Clearly define the role and what is expected of the volunteer; give the role a title this gives people a sense of purpose and self worth. Write a rough draft and check that it contains all the information you want to give the volunteer.

### STEP 2 – Formatting the Job Description

Once Step 1 is complete look at the layout of the job description. It is a good idea to start with a short paragraph about your organisations and its aims. Follow this with a brief description of the Scheme, the hours it operates, who is eligible, and the average journey distance. State any special service you offer to passengers e.g. escort to hospital, prescription runs etc. Finish with your terms and conditions. Are drivers to collect fares, payment rates etc?

### STEP 3 – Sample Letter Format.

**The letter format is useful as it can also include your acceptance of a driver into your scheme .**

Dear Mr Jones,

Thank you for agreeing to drive for the ----- Voluntary Car Scheme.

We have been running for 6 years and regularly carry up to 20 people per week between the hours of 9.00 am and 5 00 pm, to the local GP's Surgeries and to hospital appointments within a 10 mile radius of the village (town). We do occasionally undertake longer trips by arrangement to London and Oxford. It is expected that volunteers will stay with passengers throughout the duration of the trip and accompany them. Drivers collect the fares from their passengers (standard rates apply) and pass these on a weekly basis to the scheme co-ordinator. You are required to log all your drives and mileage on a monthly expense sheet and you will be reimbursed by cheque on a monthly basis, we currently pay 30p per mile for all journeys, including travel to and from your home.

Please inform the co-ordinator if you are unavailable/on holiday at any time or if any problems occur.

If you are agreeable to the above please sign both copies of this letter returning the top copy to the Scheme Co-ordinator.

We look forward to you joining us.

Yours sincerely

## **STEP 4 – A STANDARD JOB DESCRIPTION**

### **Volunteer Driver**

#### **Organisation**

The ----- Voluntary Car Scheme has been operating in ---- for the past 6 years. We transport approximately 20 people each week to local Surgeries and hospitals with a 10 mile radius of -----. Occasional journeys are made on request to Oxford & London Hospitals. The Scheme operates between 9.00 and 5.00 pm Monday to Friday.

#### **Volunteer Role**

- To pick up passengers as directed by scheme co-ordinator for journeys to local GP's surgeries and hospitals.
- To collect passengers from their home address and to return to the same following their appointment.
- To escort the passenger to their appointment & to wait with them if required.
- To collect passenger fares (as agreed with co-ordinator) at the end/beginning of each journey.
- To keep a record of journeys, mileage and fares collected on sheets provided.
- To ensure that fares are delivered to the co-ordinator at the end of each week.
- To report any problems, difficulties on the sheet provided.

#### **Further Details**

- For each journey you undertake for ----- Car Scheme you will be reimbursed at the rate of 30p per mile, from your home and back.
- For Insurance purposes we require every driver to inform their insurance company of their role as a Volunteer driver (see enclosed sample letter).
- We also require all drivers to disclose any previous convictions or traffic offences.
- Under the scheme you are insured against personal accident, loss of no claims bonus and excess. You need to inform the co-ordinator immediately an accident occurs.
- Training in Manual Handling, First Aid and Health & Safety is available for Volunteers.

**WE HOPE YOU ENJOY YOUR VOLUNTEERING, WELCOME ABOARD.**

#### **STEP 5 – Reviewing the Job Description.**

Remember to review your job description each year with your management committee and the volunteer drivers, the scope, objectives and operation of your Car Scheme will change and develop as time passes. An out of date job description is of little value to anyone.