

## Bristol Community Transport

*Volunteer drivers  
needed.*

*Would you like to  
drive for BCT?*

# Vacancies: Volunteer Minibus Drivers



[www.bristolcommunitytransport.org.uk/volunteer](http://www.bristolcommunitytransport.org.uk/volunteer)

Sept 2010



### **Bristol Community Transport**

181-189 Easton Road, Easton Bristol BS5 0HQ  
Tel: 0117 902 0157 Fax: 0117 902 0050  
office@bristolcommunitytransport.org.uk  
www.bristolcommunitytransport.org.uk

We rely on having a strong team of volunteers to drive our fleet of minibuses. We are looking for more people to join the team of volunteer drivers.

- Drivers aged 21 to 70
- Full UK driving licence (ideally 'clean' but talk to us if you have any endorsements)
- Flexible volunteering available
- Training to a nationally-recognised standard
- Learn new job skills
- Meet new people, and make a positive difference to their lives
- Work in a friendly, supportive environment
- Something worthwhile to do in your spare time
- Expenses paid
- Opportunity to work with a not-for-profit organisation that supports thousands of people across Bristol

You will be helping community groups across Bristol to carry out their day to day activities. This will include shopping, bingo, lunches and many other social activities. Many of our member groups wouldn't be able to operate without our central pool of volunteer drivers.

Trips and hours vary, so we're sure to have opportunities available to suit you. You may want to volunteer on a fixed day each week, you may be available odd evenings, or you may be available on a much more regular basis. We provide services 24 / 7, so we're sure to be able to fit your availability around our requirements.

The groups using a volunteer driver are told:

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 a passenger 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.

## About Bristol Community Transport

Bristol Community Transport (BCT) is the largest community transport operator in Bristol (in terms of both size of fleet and number of passengers carried). We operate a fleet of 28 minibuses for use by community groups and other not-for-profit organisations across Bristol, as well as by the users of our many community bus services.

The BCT fleet of minibuses provides accessible transport for a network of independent organisations, each of them meeting the needs of their respective members.

BCT strives to meet the transport needs of community groups in and around Bristol. Vehicles in our fleet range from 11 seater to 16 seater, the majority of the vehicles have been adapted to carry wheelchair passengers.

BCT has been awarded the Social Enterprise Mark. This is proof that we are a thriving social enterprise. BCT is the only community transport operator in the country to be awarded the mark, and was the first organisation in Bristol to be awarded the mark.

BCT has an associate company - BCT CIC - that also provides a range of transport related services.

## Who uses BCT vehicles?

During the 2008/09 financial year BCT vehicles carried over 220,000 passengers and travelled over 170,000 miles. There are a wide range of organisations that use BCT vehicles including faith groups, elderly groups, and youth groups. Over 450 not-for-profit organisations in and around Bristol rely on BCT for their transport needs. Many of these organisations rely on the pool of volunteer drivers that we make available.



## Frequently Asked Questions

**Q:** What is the salary?

**A:** These are *volunteer* opportunities and there is no employee/employer relationship. (See below for information on expenses.)

**Q:** Do I need any training?

**A:** All those that drive BCT minibuses are trained to the national "MiDAS" driving standard. BCT provides this training free of charge to those in our Central Pool of volunteer drivers.

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

**A:** No.

**Q:** Are there any age restrictions?

**A:** New drivers should have two years driving experience and be aged between 21 and 70. There are opportunities for those aged over 70, but there are restrictions on which vehicles they can drive.

**Q:** I'm only available to driver weekends or evenings. Is that any help to BCT?

**A:** Yes. We have vehicles operating evenings and weekends, and need volunteer drivers for these trips. It will normally be necessary, however, to collect vehicle keys during the week.

**Q:** I have some endorsements on my driving licence. Can I still volunteer to drive for BCT?

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

**Q:** I'm new to the UK, can I still drive for BCT?

**A:** We are able to accept certain driving licences in addition to UK ones. You should note, however, that non-British licences are only valid for 12 months after residing in the UK.

**Q:** I'm not a British citizen, does that make any difference?

**A:** No

**Q:** Am I covered by insurance?

**A:** Yes - We have comprehensive insurance for all our vehicles, and also for our volunteers, employees and passengers.

**Q:** How will I know where to go?

**A:** The BCT Customer Services Team will ensure that the driver has full details of the destination(s) and if relevant pick up points. If necessary the driver will be provided with maps or a 'SatNav' system. Some groups provide a Passenger Assistant to help the driver.

**Q:** How physically fit do I need to be?

**A:** Many of the volunteering opportunities involve working with wheelchair users, and this can involve pushing wheelchair users on/off vehicle lifts/ramps. Volunteer drivers need a degree of physical fitness to be able to handle this work.

**Q:** Do I receive expenses?

**A:** The group for which you're driving will pay any out-of-pocket expenses. This will be, for example, your travel expenses for getting to BCT and for meals. This is normally paid to you in cash on the day that you drive. The payment will be subject to the expenses policy for the organisation you're driving for.

- Q:** Is there a uniform?  
**A:** Volunteers are not normally provided with uniform, but are expected to be suitably dressed for representing BCT. A high visibility jacket will be provided.
- Q:** How do I know when I'm needed?  
**A:** BCT's Customer Services Team aim to match the needs of the member group to the availability of volunteer drivers. The members of the pool of volunteer drivers are contacted by BCT when a volunteer driving opportunity arises. There is no obligation to accept any role.
- Q:** I'm receiving benefits from the state. Does volunteering impact on my entitlement to benefits?  
**A:** This is a question you will need to refer to JobCentrePlus (or other organisation providing benefits). It may be useful to read the JobCentrePlus leaflet entitled "Volunteering while receiving benefits".
- Q:** Do I need experience of driving large vehicles, or working with not-for-profit organisations?  
**A:** Experience would be helpful, but is *not* required.
- Q:** What sort of vehicle will I be driving?  
**A:** There are currently 28 vehicles in the BCT fleet. Seating capacity varies from 11 plus driver, to 16 plus driver. The majority of vehicles have a passenger lift or ramp to help with carrying wheelchair users.
- Q:** How long is a typical journey?  
**A:** The type of driving job varies significantly. Some trips are short distances, and some can be driving as far as London, Devon etc. Some trips involve one pick up of passengers, and one drop off of passengers. Whilst other trips involve picking up passengers from a series of home addresses, taking them to their destination, and then returning them to their home again. Some drivers prefer different types of driving job, and the type of trip is explained when the driver is asked if they're available for a job.
- Q:** Is there any regular driving roles?  
**A:** Some BCT member groups have a regular need for a driver. Where there is a regular need for a driver, then we prefer to allocate the same driver (this suits both the driver and the group).
- Q:** I have a full-time or part-time job. How does volunteering for BCT impact on the Working Time Directive?  
**A:** The provisions of the Working Time Directive (i.e. the maximum hours you can work each week) refer to *workers*. Volunteering is not regarded as working, and so does not impact on maximum working hours.
- Q:** What if I breakdown, have an accident, have a problem etc etc ?  
**A:** All our vehicles are covered by breakdown cover. As part of the driver training, each driver receives details on breakdown cover, puncture cover etc etc and is also provided with details of how to contact BCT over a weekend.
- Q:** Where can I find out more?  
**A:** Please call us on 0117 902 0157 or email [office@bristolcommunitytransport.org.uk](mailto:office@bristolcommunitytransport.org.uk) if you have any query that we've not answered. Alternatively, visit our website at [www.bristolcommunitytransport.org.uk](http://www.bristolcommunitytransport.org.uk)

**Still got a query or question?**

**Call us on 0117 902 0157 or email [office@bristolcommunitytransport.org.uk](mailto:office@bristolcommunitytransport.org.uk) or make an appointment to visit our offices for an informal chat**

# Bristol Community Transport Enquiry Form - Volunteer Drivers

BCT

Please contact me to discuss volunteering for BCT ...

Surname	
Forenames	
Title	Mr / Mrs / Miss (or insert as preferred)
Home Address	
Home Tel	
Mobile Tel	
Email	
Date passed driving test	
Do you have category 'D1' on your driving licence?      Yes / No	
Do you have a 'MIDAS' certificate? Yes / No, if yes when was it issued?	
Details of any driving licence endorsements	<small>Continue overleaf or on separate sheet if necessary</small>

What appeals to you about volunteering for BCT?

Continue overleaf or on separate sheet if necessary

What, if any, experience do you have of driving minibuses (or other large vehicles) or working for/with not-for-profit organisations?

Continue overleaf or on separate sheet if necessary

It would be useful to have an indication of when you may be available to driver for BCT. For example, would this be certain days, evenings, weekends, during office hours etc etc.

Continue overleaf or on separate sheet if necessary

Please provide any other pertinent information that it may be useful for BCT to know.

Continue overleaf or on separate sheet if necessary

How did you learn about this volunteering opportunity?

I am aware that BCT works with children and vulnerable adults and that I will be required to submit to an enhanced CRB check and to monitoring by the ISA.

Signature	Date

Please send completed form to:  
Driver & Training Manager, Bristol Community Transport, 181-189 Easton Road, Easton, Bristol BS5 0HQ  
or fax to 0117 902 0050