

**Hospice Volunteer Driver Role Description**

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| Role title | Hospice Volunteer Driver |
| Responsible to | Volunteer Coordinator |
| Location | Various |
| Purpose of role | To support the Hospice in the day-to-day running and complete any tasks as required. |
| When role to be carried out | Monday – Friday 10am-2.30pm |

**Confidentiality:**

Volunteers will be subject to the Hospice Confidentiality Policy and to the requirements of the Data Protection Act (1998) and General Data Protection Regulation, thus maintaining the confidentiality of all information obtained during the course of volunteering for Wigan & Leigh Hospice.

You will also be subject to a Disclosure and Barring Service check.

**Main Responsibilities**

* To support the ward in the transportation of samples to the Hospital
* Collect/return medical equipment and supplies from the Hospital as required
* Ensure that any additional jobs as detailed in the drivers diary are completed
* Take any post to the Post Office daily
* Be a visible service within the Hospice to support all departments as required
* Ensure that vehicle checks are performed on a daily basis and any issues are reported
* Role model the Hospice core values of Compassion, Accessibility, Respect and Excellence

**Training and support**

* Undertake the necessary mandatory training provided for this role.
* A driving licence check is required
* A DBS check is required

**Personal skills**

* Confident and competent driver
* Full driving licence
* Ability to communicate well in a variety of situations.
* Caring, compassionate and respectful nature.
* Flexibility to undertake a variety of tasks
* Have a calm disposition and be friendly and approachable.
* Trustworthy and reliable.
* Good listening skills.