



BAKEWELL & EYAM COMMUNITY TRANSPORT

Services for our Community



Dear

Thank you for your interest in volunteering for Bakewell & Eyam Community Transport. I have pleasure in forwarding a pack to you which includes a little information about B & ECT.

If you choose to pursue the opportunity please complete the application form and volunteer declaration and return them to the office. If you wish to volunteer for the car scheme you will need to send the letter included on page 12 to your insurance company to ensure you are covered for volunteer driving.

We will take up references and once they are received we will contact you to arrange a visit and continue the volunteering process.

Looking forward to hearing from you.

Yours sincerely

BAKEWELL & EYAM COMMUNITY TRANSPORT

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WELCOME TO BAKEWELL & EYAM COMMUNITY TRANSPORT

The overall aim of Bakewell & Eyam Community Transport is to provide a high quality, caring, and responsive service, which will enhance the lifestyles of people suffering from the effects of transport isolation.

The Bus Scheme operates with 16 vehicles which range from 7 to 16 seats and is based at Great Longstone. Fully certificated 'MIDAS' training is provided for all drivers and opportunities to drive the complete range of vehicles are offered. Transport is provided for local groups, organisations and individuals and can include day trips, visits to the theatre or other activities along with access to services or shopping. All B&ECT vehicles are wheelchair accessible.

B&ECT prides itself on providing a caring service for all users and ensuring that we offer a fully supportive role to our volunteers.

The Car Scheme utilises, and is entirely reliant upon, local car owners who volunteer their time to assist people who experience difficulty in accessing transport, due to a variety of reasons including medical and personal. These volunteers not only act as drivers but also provide aid and support to all our passengers. There is no training requirement for Car Scheme Volunteers.

The majority of the Car Scheme journey requests are for transport to hospitals, or medical appointments but other types of journey will be considered.

Both types of transport also utilise Volunteer passenger assistants to help passengers with transport where circumstances dictate.

We also offer opportunities for volunteering in an administrative capacity.

B&ECT prides itself on providing a caring service for all users and ensuring that we offer a fully supportive role to our volunteers.

We ask for no regular commitment from our volunteers – we appreciate and utilise whatever time is available. Some volunteers drive daily, some weekly, some only occasionally. Some volunteers prefer to cover long trips whilst others like to focus on local journeys.

Car Scheme Volunteers receive reimbursement for the costs of using their cars and travel costs to and from the depot are available for Bus Drivers.

We thank you for your interest in Bakewell & Eyam Community Transport. We value the essential and important role of volunteers greatly and hope you would find working with us an enjoyable and fulfilling experience.

An Introduction to MiDAS

CTA's Minibus Driver Awareness Scheme

What is MiDAS?

MiDAS is the Minibus Driver Awareness Scheme, organised by the Community Transport Association U.K. (CTA) which promotes a nationally recognised standard for the assessment and training of minibus drivers. It is a membership based scheme that has been designed to enhance minibus driving standards and promote the safer operation of minibuses.

Who is it aimed at?

MiDAS is applicable to any organisation operating or using minibuses. Member organisations range from small voluntary organisations operating one vehicle, to local authorities operating large fleets of minibuses as well as schools, colleges and universities.

How does MiDAS work?

MiDAS operates on a "cascade" approach. CTA has appointed a number of training agents, who provide training for minibus Driver Assessor/Trainers (DAT's) nominated from member organisations. A DAT can then assess the competence of other minibus drivers, and provide them with training on how to safely use a minibus.

What's involved in becoming a DAT?

In order to register as a DAT, a person has to undertake a thorough driving assessment (it is essential that they are able to drive to an "above average" standard) and participation in a course lasting three days for standard minibuses and a further day for wheelchair accessible minibuses.

What's included in the DAT's Training Course?

The course gives information and practical experience on how to undertake a minibus driving assessment in an objective and consistent manner, how to structure on-road assessments, provide "classroom based" safety training, and refresher training.

The safety training, which can be delivered on a group or individual basis, uses key learning points from a number of areas:

- Legal Responsibilities
- Passenger Safety
- Child Passenger Safety
- Defensive Driving
- Manual Handling Awareness
- Health & Safety Awareness
- Accident & Emergency Procedures
- Personal Safety for Drivers

Each DAT is given a comprehensive trainer's manual which includes all the information from the course, along with audio visual material needed to run the safety training sessions. DAT's certificates are valid for two years after which refresher training will be required.

What do drivers get out of this?

Drivers who successfully complete the MiDAS assessment and training programme will receive a nationally recognised certificate valid for four years, as well as the option of obtaining the comprehensive "MiDAS Driver's Handbook".

**Bakewell & Eyam
Community Transport
MiDAS
Volunteer Bus Driver
Training Programme**

Vehicle
Familiarisation

Demonstration
Drive
(1st session only,
approx. ½ hour)

Driver Training
(Min. 1 session,
Max. 5 sessions
depending on
ability)

Fail – more
training required

Assessment

Static Training
(approx. 2hrs)

Co-driving with
trainer as escort
(Min. 1 session)

Solo driving

Driving Refresher Training (every 2 years)
Classroom Refresher Training (every 4 years)

Refresher training also
undertaken if:
1) lapse of 6 months between
drives;
2) requested by volunteer driver;
3) poor accident record.

Other training opportunities e.g. First Aid,
manual handling, minibus evacuation
training, passenger assistant training (PATs)

MiDAS Classroom
session Part 1 –
Standard 2½ hrs

MiDAS Classroom
session Part 2 –
Accessible 2½ hrs

Presentation of MiDAS Drivers
Certificate

BAKEWELL & EYAM COMMUNITY TRANSPORT

Thank you for offering to join our team of volunteers.

Please read through the following role description and attached guidelines.
If you have any queries please contact a member of the office staff who will be only too happy to help.

Following the role description is an application form and Driver's Declaration. If you are happy to continue with your application please complete these and return them to the office.

ROLE DESCRIPTION

TITLE	Volunteer driver/passenger assistant
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DUTIES

1. (all drivers) To drive safely and in adherence with the Highway Code and relevant Road Traffic Acts at all times
2. (Bus Driving only) To undertake the MIDAS training for minibus driving.
3. (Passenger assistants only) To undertake MIDAS training for assisting a passenger.
4. To suitably present yourself for voluntary work wearing B & ECT clothing if provided and displaying your identification permit/badge.
5. (all drivers) To undertake daily checks of vehicle roadworthiness and where driving for the Car Scheme using your own car, have the vehicle serviced at appropriate intervals.
6. (Car Scheme only) To ensure the vehicle being used for voluntary driving is currently insured and taxed and where appropriate has a valid MOT Certificate.
7. To ensure the vehicle being used is in a clean and tidy state, and is free of anything, which may affect road visibility.
8. To collect passengers from a predetermined place and take them to their destination.
9. To liaise with the office staff regarding the times, location and purpose of

journey.

10. To undertake work punctually and inform the office if you are running late.
11. To inform the office in good time if you are unable to carry out any duties.
12. To inform the office of any accident or incident which occurs whilst driving/assisting on behalf of the Bakewell & Eyam Community Transport.
13. To maintain confidentiality at all times as regards any information about the passenger, supplied either by the office staff social/health professional or family member.
14. To offer as much personal assistance as is appropriate for the passengers you are to carry.
15. To ensure passengers are safely escorted to their destination and where appropriate ensure they are safely in the care of a member of the family or responsible staff member.
16. (all drivers)To accurately record mileages incurred during your work for the Scheme.
17. (all drivers) To issue receipts for fares collected directly from passengers.
18. To ensure that there is no smoking during all journeys
19. To adhere to the requirement of not consuming any alcohol either twelve hours prior to volunteering for Bakewell & Eyam Community Transport, or during your driving.

BAKEWELL & EYAM COMMUNITY TRANSPORT

Volunteer Application Form

Full Name _____

Address _____

_____ Post Code _____

Telephone: _____ Mobile: _____

Email: _____

Volunteering Opportunity you are interested in

Car Driving ☐ Bus Driving ☐ Other ☐ (please
explain)

Full Driving Licence held Y/N

Driver Number _____

We are required to see and copy your driving licence when you join us but to enable us to check the detail via the www.gov.uk website please provide your National Insurance Number

N. I. Number _____

Car Scheme Volunteers

Car (Make and Model) _____

Registration No: _____

Please provide details of Next of Kin or someone who may be contacted in case of emergency:

Name: _____

Address: _____

Telephone Number:

Relationship:

Please tell us about any experience either in a voluntary capacity or during employment which would be relevant to this volunteering opportunity.

Do you have any particular skills which could be of use to our organisation or which you would like to develop whilst volunteering for Bakewell & Eyam Community Transport

Bakewell & Eyam Community Transport welcomes volunteer applicants with all range of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So we can consider any appropriate adjustments to the volunteer environment and better support you in your role please give details of any disabilities or health issues (e.g. bad back) which may need consideration.

CAR SCHEME VOLUNTEERS **INSURANCE**

You will need to check with your insurance company that your policy covers voluntary driving. **This is ultimately your responsibility** but we will assist by providing you with a standard letter, which contains relevant details for you to send to your insurers. (See page 13)

We ask for written confirmation from your insurers that you are cleared for voluntary driving.

References

As this voluntary work involves collecting passengers from their homes, caring for them during the journey and ensuring their safe return, it is important that all volunteers are completely reliable and honest.

For this reason we would like the names of two people who can provide a character reference for you. The referees should be people who have known you well for at least one year. They must be over 18 years of age and not related to you.

Referee 1.

Name

Address

Referee 2.

Name

Address

How did you hear about Bakewell & Eyam Community Transport?

At interview you will be required to submit your:

1 DRIVING LICENCE

2 CERTIFICATE OF INSURANCE – CAR SCHEME

3 VEHICLE REGISTRATION DOCUMENT – CAR SCHEME

4 MOT CERTIFICATE (IF APPLICABLE) – CAR SCHEME

As we provide our service to vulnerable adults we are required to carry out Disclosure and Barring (ex CRB) checks. The forms for this will be provided at interview.

Please complete the following declaration if applying to join Bakewell & Eyam Community Transport as a **Volunteer Driver**.

VOLUNTEER DRIVER DECLARATION

Please read carefully and sign below

I declare that:

1. I am over 21 years of age.
2. I have held a full driving licence for at least three years and am happy for details to be checked online.
3. I am in good health but will advise of any subsequent illness.
4. I have no current endorsements or any record of insurance related, irresponsible drink/driving offences.
5. I do not have any Criminal Convictions which are 'spent' under the terms of the Rehabilitation of Offenders Act 1974. If you do have please discuss with the office staff.

Further, whilst undertaking any duties on behalf of Bakewell & Eyam Community Transport I agree to:

- a. Exercise all due care for the safety of passengers.
- b. Inform the Office of any accident or incident that occurs whilst driving.
- c. Inform the Office of any subsequent driving convictions or endorsements or changes to health or capability.
- d. Comply with the Bakewell & Eyam Community Transport policies (copies are made available to all drivers).
- e. All information on the application form being stored on a computer database.

N.B. No alcohol should be consumed within twelve hours of taking up duties of driving for Bakewell & Eyam Community Transport and that during your driving you do not drink any alcohol at all. This includes low alcohol lagers/wines.

You are advised that failure to comply with any or all of the above may render any insurance cover invalid and may result in you being unable to drive for Bakewell & Eyam Community Transport.

Signature Date

Your details will be kept in accordance with the Data Protection Act 1998/2003. They will be held securely and confidentially. They will be accessed by authorised personnel only.

To (Insurance Company) _____

Re (Policy Number) _____

Dear Sir/Madam,

I intend to undertake voluntary work and from time to time, I will use my vehicle to carry passengers as requested. I will receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of the Public Passenger Vehicles Act 1981, which exempts me from both Passenger Service Vehicle and Hackney Carriage / Private Hire Car licensing law. Such expenses will be claimed strictly on a non-profit basis.

I should be grateful if you would confirm that my existing policy covers me for such volunteer driving – please use the “tear-off” slip below. Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully,

Policy Holder

From (Insurance Company)

Re (Policy Number)

Policy Holder/Driver

This is to confirm that our Insurance policy covers voluntary driving (for which a mileage allowance may be received). This also confirms that the above policy contains a clause indemnifying the agencies with which you are a volunteer against third party Claims arising from The use of the Vehicle on such Voluntary work

Issued by _____ Date _____