

# Volunteer Passenger assistant

**Position:** Volunteer passenger assistant

**Reports to:** Volunteer coordinator, Transport manager

**Hours:** Variable- weekdays and Saturdays

**Location-** St Matthews's community centre, various locations

**Role Purpose:** To assist the driver on the minibus to help passengers get on and off the bus. To help passengers with their seatbelts and to push clients in their wheelchair on trips.

**Desirable skills and experience:**

- Good communication and interpersonal skills
- Ability to work independently or part of a team
- An ability to engage with people of all backgrounds, ages and abilities
- Reasonable level of fitness for helping people on and off the bus and to push clients in their wheelchair
- Reliable

**Key tasks and responsibilities:**

- To assist the driver with collecting passengers from St Matthews and their own homes by helping them on the mini bus
- To ensure all passengers are wearing a seatbelt and assist passengers to put their seatbelt on if needed
- To help passengers off the mini bus when you arrive at the destination
- If clients are using a wheelchair to assist them by pushing the wheelchair during the outing
- To assist the driver on the homeward journey, helping passengers off the bus at their home or St Matthew's community centre

**Remuneration:** Voluntary, Expenses can be claimed for lunch ( see Volunteer coordinator)

Full induction training given

Contact: Volunteer coordinator

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