

# HcL - Dial-A-Ride

## VOLUNTEER DRIVER – ROLE DESCRIPTION

### INTRODUCTION

HcL is a major Scottish Charity based in the Lothians. The organisation was set up in November 1982 to operate a transport service for people with a range of disabilities and health needs who are unable, or have great difficulty, in using public transport.

HcL receives most of its funding from The City of Edinburgh Council, Midlothian Council, East Lothian Council, West Lothian Council, Scottish Government and St. John to provide:

**Dial-A-Ride:** a door-through-door transport service

**Dial-A-Bus:** a semi-scheduled door-through-door shopping service

Our services cover Edinburgh and the Lothians, operating from our two local bases. We also respond to requests for journeys nationally on an availability basis.

Currently there are twenty minibuses (Dial-A-Ride) and nine midibuses (Dial-A-Bus) in the fleet which have been specially adapted to carry wheelchair users and ambulant passengers.

### PLACEMENT AREAS

Edinburgh, East Lothian and Midlothian operate from:

24/3A Dryden Road, Bilston Glen Industrial Estate, LOANHEAD EH20 9HX

West Lothian operates from:

17A Inchmuir Road, Whitehill Industrial Estate, BATHGATE EH48 2EP

### ACCOUNTABILITY

To the Assistant Operations Manager

## **DRIVING DUTIES**

- To drive HcL vehicles as required.
- To provide any necessary assistance for passengers before, during, or after travel, consistent with their transport needs.
- To utilise the equipment provided correctly to ensure passengers travel safely and comfortably.
- Taking responsibility for the daily upkeep of their vehicle and equipment (and other vehicles when required), including basic maintenance and cleanliness. Defect reporting is required.
- The completion of necessary paperwork and administration, including fares collection from passengers and delivery of fares and drivers sheets to the office.
- To undertake any induction and in-service training programme as required.
- To assist in training for other staff and volunteer drivers/escorts when required.
- Contact by mobile phone is required.

## **QUALIFICATIONS AND SKILLS**

- Candidates must be over 21 years of age and hold a clean, full driving licence with a minimum of 2 years driving experience.
- An ability to relate to elderly and/or disabled people is necessary. Previous experience with elderly and/or disabled people is preferred but not essential.
- Good communication skills are essential.
- Candidates must be contactable by telephone/mobile phone and be prepared to undertake training.
- Candidates will be required to be a member of Disclosure Scotland PVG Scheme paid for by the Company where required.

## **DRIVING ASSESSMENT**

The volunteer will have to complete a driving assessment and if successful complete MIDAS (Minibus Driver Awareness Scheme) training. Other training includes first aid, manual handling and disability awareness.

## EXPENSES

Out-of-pocket expenses will be paid.

## APPLICATION

Application should be made on the form provided and you are welcome to attach a current CV if available.

***HcL strives to be an equal opportunities employer and will prevent discrimination, particularly on the grounds of sex, marital status, disability, race, colour, religion, sexual orientation, nationality, age or ethnic origin.***

HcL has a policy of no smoking in the workplace

Send applications to:

**HcL  
24/3a Dryden Road  
Bilston Glen Industrial Estate  
Loanhead  
EH20 9HX**

**Tel: 0131 447 9953**

**Email: [admin@handicabs.org.uk](mailto:admin@handicabs.org.uk)**

**[www.HcLTransport.org.uk](http://www.HcLTransport.org.uk)**