



Volunteer Minibus Driver

Role Description

Purpose of the Role:

The Volunteer Minibus Driver plays a vital role in enabling people living with dementia to access Beacon Day Centre and community-based services safely and reliably.

Safe and supportive transport is essential to reducing isolation and ensuring continued engagement in meaningful activities. As a Volunteer Minibus Driver, you will provide a professional, courteous, and safe transport service, ensuring passengers are treated with dignity, respect, and compassion at all times.

You will operate within all legal, safeguarding, and organisational policies to ensure the highest standards of safety and care during transport.

Reporting to: Day Centre Manager

Location: ADSS Head Office and client home addresses across Dartford, Gravesham & Swanley

Hours: Flexible – AM Drive 08.30-10.30 & PM Drive 14.30-16.30

Expenses: Out of pocket expenses reimbursed in line with policy

The Role Responsibilities

1. Safe Transportation

- Drive the organisation's minibus to transport people living with dementia to and from day services and approved activities.
- Hold and maintain a valid D1 driving licence (restricted or unrestricted) or PSV licence.
- Operate the vehicle in accordance with the Highway Code and all relevant road traffic legislation.
- Ensure passengers are seated safely and that seatbelts and any necessary safety restraints are correctly secured.
- Drive in a safe, smooth and considerate manner, recognising the needs of vulnerable passengers.

2. Vehicle Safety & Compliance

Volunteer Minibus Driver

- Carry out and record daily vehicle safety checks prior to use (e.g. tyres, lights, fuel, cleanliness, safety equipment).
- Ensure the vehicle remains clean, roadworthy, and presentable at all times.
- Report defects, maintenance issues, accidents, or concerns promptly to the appropriate manager.
- Support vehicle maintenance processes, including refuelling and taking vehicles for servicing or repairs as required.
- Maintain accurate mileage and vehicle usage records in line with organisational requirements (including Bus Operator's Grant compliance where applicable).

3. Passenger Wellbeing & Dignity

- Provide a welcoming and reassuring presence during journeys.
- Communicate clearly and calmly, adapting your approach to meet individual needs.
- Respond appropriately to signs of anxiety, confusion, or distress during transport.
- Promote independence and dignity, respecting each person's preferences and pace.
- Work collaboratively with escorts or staff where additional support is required.

4. Safeguarding & Professional Standards

- Adhere to safeguarding policies and procedures at all times.
- Maintain confidentiality and protect personal information.
- Follow all Health & Safety guidance, including safe manual handling awareness (where applicable).
- Attend required training, briefings, and competence assessments.
- Act as an ambassador for Alzheimer's & Dementia Support Services, demonstrating professionalism and courtesy at all times.

This role description outlines the main responsibilities but is not exhaustive. Duties may be amended in line with service need and regulatory requirements.

This role is subject to an Enhanced disclosure and Barring Service (DBS) check



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PERSON SPECIFICATION

	Essential	Desirable
Skills, Experience and Personal Qualities		
Friendly, approachable and reliable	X	
Full, Valid D1 driving license or PSV license	X	
Clean or acceptable driving record	X	
Clear communication and listening skills	X	
Experience driving a minibus or larger vehicle	X	
Experience transporting vulnerable adults		X
Able to work as part of a wider team	X	
Respectful, patient and non-judgemental	X	
Enthusiastic and encouraging	X	
Commitment to equality, diversity and inclusion	X	
Good time management and route planning skills	X	
Willingness to attend training and supervision	X	
Experience of volunteering or supporting people in a group setting		X
Knowledge of dementia and the challenges faced by those affected		X
Experience of working with older people		X
Confidence in facilitating a small group		X