



# THE NATIONAL TRUST

## Volunteer Role Description

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### MINIBUS DRIVER

The main objective of the National Trust's minibus service is to transport people or equipment to and from specified locations to ensure the effective operation of Trust work.

**Anticipated time contribution:** 3 hours on a regular basis.

**Expenses:** Reimbursement of out-of-pocket travel costs between home and volunteering location, and other reasonable expenses agreed with the National Trust manager.

**Location:** Fountains Abbey & Studley Royal

**National Trust manager:** **Derek Hall** - Senior Caretaker

**Purpose of role:** To ensure the effective and efficient achievement of the desired objective by means of competent and careful driving at all times.

**Training:** Minibus drivers will be required to undertake a MiDAS Minibus Driving assessment and attend an estate induction course. Focus on Customer workshop will also be required.

#### Key Elements:

1. Undertaking various driving tasks, as reasonably requested or authorised by the National Trust manager.
2. Ensuring that the minibus is kept clean and tidy.
3. Issuing batri-cars to visitors on request.
4. Provide general assistance for the caretaking team, as reasonably requested by the Senior Caretaker.
5. Working in compliance at all times with:
  - (a) the regulations in the Trust's *Drivers' Instruction Manual*
  - (b) all codes of good practice from time to time issued by central Government and the Trust, including legal requirements in relation to:
    - i. individual drivers (including licensing, insurance, age limits and maximum driving hours) and
    - ii. vehicles (including licensing, maintenance and the carriage of personnel and equipment)
      - emergency procedures and accident reporting procedures
      - passenger comfort and safety
      - recommended driving techniques

(assistance, guidance and appropriate documentation relating to the codes will be provided)
  - (c) the Trust's Health and Safety Policy

**All these arrangements are binding in honour only and not intended to be legally binding.**