

Application for Volunteer Registration

Partnerships for Wellbeing



The Data Protection Act puts obligations on users of personal information and lays down principles for its use. One principle states that information has to be processed fairly and lawfully. This means you are entitled to know how we intend to use any information

you provide. You can then decide whether you want to give it to us.



The following information about you will help us to monitor our service and to improve the quality of our service. Your personal details will not be given to anyone else unless it is necessary for us to do so i.e. in order to comply with the law, or with police investigations. Information about your postcode, gender, ethnicity, status, age, any disability, may be disclosed to, for example our Funder's or, in our Annual Report, but only in the form of statistics and not in any way that identifies you. The information will be entered onto our database and it will be used in accordance with the principles of the Data Protection Act 1998. If you do not wish to answer a question simply leave it blank.

If you wish to view the information we hold on you, please write to our Manager.

Project ID: **IVTS03**

Position Applying for: **Driver**

Please complete form in black ink and in capital letters

Title: Mr / Mrs / Miss / Ms / Other	
Forenames:	Surname:
Address:	Date of Birth:
	Postcode:
Tel No (day):	Tel No (eve):
Mobile No:	Email:
Sex: (please circle) Male Female	

IVTS Driver Volunteer Application Form

<p><u>Emergency Contact 1</u></p> <p>Name:</p> <p>Relationship:</p> <p>Tel No (day):</p> <p>Tel No (evening):</p> <p>Mobile No:</p>	<p><u>Emergency Contact 2</u></p> <p>Name:</p> <p>Relationship:</p> <p>Tel No (day):</p> <p>Tel No (evening):</p> <p>Mobile No:</p>
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Please advise of present / previous volunteer experience relevant to your application and why you are interested in the position:

Which of these best describes your situation? (Circle as appropriate)

Paid full-time employment	Paid part-time employment
Incapacity benefit/DLA	Retired/Early retired
Self-employed	Income Support
Job Seekers Allowance	School
Further Education/Training	Unwaged
Carer	Asylum seeker
On a working holiday	Full time parent
Home-makers	Other



IVTS Driver Volunteer Application Form

- | | |
|---|----------|
| • Do you hold a clean driving licence? | YES / NO |
| • Do you have access to your own transport? | YES / NO |

Which one of the following would you most hope to achieve by volunteering? (Please circle as appropriate)

Meet new people

Increase my confidence

Use my spare time well

I see a need and want to improve things

Help me learn new skills

Improve my health

Help me into paid work/education

Other: (please list).....

Please indicate below when you are available to volunteer?
E.g. During the day, in the evenings, at weekends, etc?

Referees:

As part of your voluntary work with Partnerships for Wellbeing, you may come into contact with vulnerable people. We would, therefore, wish to take up references from individuals who are not family members.

Name:

Name:

Address:

Address:

Relationship:

Relationship:

Tel No:

Tel No:

IVTS Driver Volunteer Application Form

You may be required to complete a health questionnaire

Do you consider yourself to have a disability/health issue that might affect your volunteering?
(Please circle as appropriate)

Yes

No

If you wish, please give details

Is there any kind of support you feel you might need from us? (Please describe)

Confidentiality

I understand that anything I hear or see regarding individuals during my volunteer work with Partnerships for Wellbeing, Inverness Voluntary Transport Scheme is under the strictest of confidence (unless it concerns harm to self or others or child protection issues). I accept that a breach of this confidentiality may result in a termination of my volunteering with the programme.

I understand that canvassing of Partnerships for Wellbeing or any staff of Partnerships for Wellbeing, directly or indirectly, or providing false or misleading information will disqualify my application or if appointed and the information is sub-sequentially found to be false or incomplete, I may be dismissed.

I understand that Partnerships for Wellbeing may need to run a police checks on people who want to be volunteers because they work with children and other vulnerable people.

I confirm that the information given in this application form is correct:

Signature: _____ Date: _____

**Thank you for completing this form.
Please return to:**

**Fiona MacInnes
Partnerships for Wellbeing
31-33 Wells Street
Inverness
IV3 5JU**

IVTS Driver Volunteer Application Form

VOLUNTEER TASKS

INVERNESS VOLUNTARY TRANSPORT SCHEME

The IVTS provides registered patients with transport to their local Health Care facilities, the drivers pick the patients up from their homes and take them to their doctor, dentist or other medical facility. The patients are advised of a small fee for this service (£5 return and £3 single) for which the drivers are responsible for collecting. They will also provide the patient with a receipt of payment. At the end of each month the driver should bring the money collected along with their receipt book into the office.

Drivers will normally work on 4 hour shifts usually between 9.30am- 12.30pm for the morning shift or 1.30pm-5pm in the afternoon. All drivers are supplied with a vehicle and are covered under the companies insurance.

Patient referrals are usually made by GP practices, these can range from isolation, immobility to even financial reasons. The patients are often elderly but can walk unassisted and will not need any help getting in and out of the vehicle.

The IVTS covers 13 practices around Inverness so good knowledge of the surrounding area is useful however maps are provided. The Admin Assistant can also get directions organised for the Driver for any patient's address to the appointment when required.

The Co-ordinator will also organise the appointments with plenty of time to get the patient to their appointment, if there are any unexpected delays due to traffic or weather conditions etc the driver should let the Co-ordinator know, who will then in turn contact the surgery and the patient.

Volunteer Drivers can work as many or as few shifts a week or month as they wish. Some do only one shift in a month – others do two in a day. The Transport Coordinator organises each rota at the end of the previous month and will post this out to all drivers doing a shift that month. There is no permanent commitment for shifts, if you want to volunteer one month to do a Monday morning but not every month just let the co-ordinator know when you are able to do the shift and she will slot you in.

The Co-ordinator will also organise any training and will host quarterly meetings for all Drivers to attend to discuss any issues. These meetings are not compulsory and are very informal more of a chat and biscuits approach. (Biscuits are supplied by the office!) All drivers are also requested to complete an Evaluation form annually which provides an additional platform for feedback and one in which the Volunteers can record their views anonymously.

The Transport Co-ordinator is part-time and is in the office Tue - Thur 9am to 2.30pm, the office also has a part-time office manager who is in the office Mon - Wed 9am – 4pm. If any issues arrive outside these times the Drivers are supplied with a mobile which has contact information for the coordinator in case of emergency.

IVTS Driver Application Pack 2010



IVTS Driver Volunteer Application Form

All Volunteer Drivers receive comprehensive induction into the Scheme, and are required to complete a short Driving Assessment. Training can include First Aid, an opportunity to have 'Institute of Advanced Motorists' qualification, and ongoing training such as handling and maneuvering and Disability Awareness.

Contact Information

Transport Co-ordinator
Fiona MacInnes

Office Manager
Michelle Cowie

Address:
Partnerships for Wellbeing
31-33 Wells Street
Inverness
IV3 5JU

Telephone Contacts:

Office	01463 729 997
Transport Direct Line	01463 226 662
Transport Office Mobile	0770 681 4561