



## APPLICATION FORM - VOLUNTEER DRIVER SCHEME

The Alexandra Community Advice Network operates a volunteer driver scheme to assist local elderly and disadvantaged people to get to local destinations such as Dunstan Hospital, Medical Centres, Pharmacies, Health Shuttle pick-up points, shops and other appointments where necessary.

Our goal is to provide pre-arranged pick-up and return of clients who do not have easy access to a car or other public transport. Volunteer drivers may be recompensed for fuel costs based on any donations provided by clients of the service.

Please print and fill out the details below if you would like to volunteer to become one of our drivers and either drop it into the Alexandra Community Advice Network or scan and e-mail to [alexcan@ach.org.nz](mailto:alexcan@ach.org.nz) A copy of the role description can be found on page 4.

Full name	
Address	
Telephone no.	
Mobile no.	
e-mail address	
Preferred method of contact	
Date of birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female

### Relevant attributes

Please tick all that apply to you.

<input type="checkbox"/> Over 25 years of age	<input type="checkbox"/> Am confident in driving in winter conditions.
<input type="checkbox"/> Current full driving license held.	<input type="checkbox"/> In possession of a car which has a current WOF and Registration

**Police Vetting**

We require you to undertake a Police Vetting Check due to the role requiring you to work alongside elderly and/or vulnerable people. A criminal record does not necessarily mean you cannot volunteer.

More information is provided should a check be required, and you are encouraged to call for an informal chat if this is of concern to you.

Do you have any criminal convictions? Y / N

Are you willing to undergo a police vetting check? Y / N

**Reference checks:**

Please provide names and contact details of two people we can contact to establish your suitability for this role. Ideally one of these people would be a personal contact (non-relative) and one a work one, and if possible one of these people would have known you for more than 12 months.

Name:	Name:
Relationship to you:	Relationship to you:
Daytime tel no.:	Daytime tel no.:
Email:	Email:

**In case of Emergency**

Please provide the contact details of a close friend or relative for us to contact in case of emergency:

Name:
Relationship:
Contact details:
Mob no.:

Are you happy for the Alexandra Community Advice Network to pass on your name and contact information to third parties for the purposes of volunteer driver work? Eg Age Concern, Medical Centres, other volunteer drivers. Please circle box below.

YES – I am happy for my name and contact information to be passed on.

NO – I would prefer my information to be retained only by the Alexandra Community Advice Network

The Alexandra Community Advice Network undertakes to collect, use and store information provided on this form according to the principles of the Privacy Act 1993.

I understand that my name and details may be used for administrative and funding purposes within the Alexandra Community Advice Network.

I understand that I am under no obligation to volunteer at any point in time but that I will always communicate my availability or otherwise to the Alexandra Community Advice Network volunteers.

I understand that I need to respect confidentiality and privacy of clients and that I will discuss any issues or concerns about the service with the Alexandra Community Advice Network volunteers only.

**I do not have any medical conditions that would impair my ability to drive.**

I DECLARE THAT THE INFORMATION PROVIDED BY ME IS TRUE AND ACCURATE

**Name:**

**Signature:**

**Date:**

# VOLUNTEER DRIVER ROLE DESCRIPTION

## About Alexandra Community Advice Network

Located in Alexandra Community House, the Alexandra Community Advice Network is a voluntary organisation set up to provide free, confidential advice to members of the public.

Our services and facilities include:

- Meals On Wheels volunteer driver coordination
- Access to free legal advice
- Access to Justices of the Peace
- Information & Resources
- Government Department Forms
- Advice on how to access Support Services

## About the role

With no local taxi service, limited bus services and often a lack of family support, the Alexandra Community Advice Network has stepped up to fill a gap by coordinating a pool of drivers. We are looking for friendly, community minded individuals who can be available during the week to drive service users to destinations within the local community.

## Main tasks include:

- Collect, transport and return clients from their homes to their required destination.
- Receive and record a donation from the client to help cover fuel costs.
- To respect confidentiality, privacy, and boundaries with all clients.
- To be reliable, advise of any change of availability and avoid over-committing.
- To maintain and enhance the organisations reputation within the community.
- To report accidents, issues or concerns for anyone involved to the Alexandra Community Advice Network volunteers ASAP.

## Time Commitment:

Varies. As much or as little time as you have.

## Skills required:

25+ years and willing to undergo a police check.

Volunteers must be able to use their own cars which should be kept clean and tidy, with insurance, WOF and registration. Volunteers should advise their vehicle insurance company that they are utilising the vehicle for this volunteer role

Volunteers should feel comfortable chatting to others, be polite, respect privacy and be willing to receive a donation for the service provided.

## Skills gained:

Experience of working in the community sector.

We hope volunteers will gain satisfaction from filling a vital gap in the needs of the Alexandra community whilst meeting new people, chatting to them and hopefully making their journey a little more pleasant.