



hct group

Hackney Community Transport

Volunteer Vehicle Checks and Support

Overall aim of the role

To support the Community Transport Unit by ensuring that our vehicles are maintained to a high standard by, and, for all members.

Report to

Assistant Head of CTU

Duties

- Moving vehicles back to our depot, to enable engineering to carry out relevant checks
- To check vehicles to ensure that they are ready for the next member
- Report any vehicle issues within a timely manner
- Maintain vehicle check records
- Follow Health and safety regarding vehicle checks
- Clean the vehicles to ensure that they are to the correct standard for the next group
- Ensuring that our vehicles are ready for the next booking
- Responding to issues regarding vehicle cleanliness in a timely manner

Person Specification - essential

- Ability to communicate with different audiences, including engineering
- Passionate about people and have a naturally caring nature
- To hold a full valid UK manual driver's licence
- To have had your full driver's manual licence for more than 2 years
- To have no more than 3 points on your licence
- Flexible and able to volunteer for a minimum of one day a month

Desirable

- MiDAS Certificate and/or PCV Licence
 - Hold a UK Driving Licence with a D1 entitlement
 - Knowledge of the local area
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Good to know

- We are flexible with hours, and will look to accommodate people who have other commitments; although we always need to ensure that our clients' needs are at the forefront of every day
 - We have a volunteer rota that will work with the days and times of the week that you can volunteer, so that you are in control of your own commitment
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We offer...

- Flexible hours
- Training in MiDAS
- Learn new job skills
- An opportunity to meet new people
- Working in a friendly, supportive and professional environment
- Something worthwhile to do in your spare time
- Volunteering with a not-for-profit organisation that supports thousands of people in Hackney
- References given at the end of successful volunteering to help you gain meaningful employment

By volunteering your time with HCT, you will help us to ensure that our business operations runs smoothly, further benefiting the community groups across Hackney.

You may prefer to volunteer on a fixed day(s) each week, or you may be available on a much more regular basis. You will be supervised / assisted by a responsible person from HCT. We will ensure that you have suitable breaks during the day.

About HCT

Hackney Community Transport (HCT) was originally founded in 1982 when around 30 local community groups in the London Borough of Hackney pooled their vehicle resources, providing low cost minibuses to help our community to get out and about.

As the organisation has grown across London, into Yorkshire, Humberside and the Southwest, becoming [HCT Group](#) in 2008, we have never neglected our Hackney roots. In Hackney, we are still Hackney Community Transport and we still provide our founding range of services, plus many more.

The following pages cover the bulk of questions we've been asked.

Still got a query or question?

Call us on 020 7275 2414 and ask to speak to Pamela Moorogan or e-mail volunteer@hctgroup.org alternatively, you can make an appointment to visit our offices for an informal chat.

Frequently asked questions

Q: What is the salary?

A: These are volunteer opportunities and there is no employee / employer relationship and no salary. (See below for information on expenses.)

Q: Do I need any training?

A: You will be trained in Mini-bus awareness (MiDAS) for this volunteer role, and you will receive guidance and support. Within the training you will learn about vehicle checks.

Q: Do I receive expenses?

A: Yes, you will receive reasonable expenses to cover the costs of your getting to and from our depot and also to cover the costs of any lunch when you are with HCT for one full day each week.

Q: What is the dress code?

A: Volunteers are required to dress smart / casual. No ripped jeans, low tops, shorts or short skirts. We can provide a uniform upon request.

Q: Am I covered by insurance?

A: Yes - We have comprehensive insurance for our volunteers, as well as public liability insurance.

Q: I'm receiving benefits from the state. Does volunteering impact on my entitlement to benefits?

A: This is a question you will need to refer to JobCentrePlus (or other organisation providing benefits). It may be useful to read the JobCentrePlus leaflet entitled 'Volunteering while receiving benefits'.

Q: I have a full-time or part-time job. How does volunteering for HCT impact on the Working Time Directive?

A: The provisions of the Working Time Directive (i.e. the maximum hours you can work each week) refer to workers. Volunteering is not regarded as working, and so does not impact on maximum working hours.

Q: Do I need a DBS check?

A: No, as you will not be working in what is classified as 'regulated activity', you are not required to have a DBS.

Q: Where can I find out more?

A: Please call us on 020 7275 2414 or e-mail volunteer@hctgroup.org if you have any query that we've not answered. If you prefer, you can make an appointment for an informal chat to discuss volunteering.

