

VOLUNTEER APPLICATION FORM

Any information given on this form is strictly confidential and covered by the Data Protection Act 1998

PERSONAL DETAILS					
Title (Please Tick)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
First Name					
Last Name					
Known As		Date Of Birth:			
Address					
Post Code:		Home Tel:			
Mobile:					
Email Address:					

Please tick the volunteer role you are interested in.			
Escort	Minibus Driver	Wheelchair Access Vehicle	Social Car

What days and time would you be available to offer your time as a volunteer?							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning							
Afternoon							

References			
Please provide the contact details of two referees who are not relatives or partners.			
Reference 1 Name		Job Title	
Address			
Post Code		Home phone No	
Relationship to you			

References			
Please provide the contact details of two referees who are not relatives or partners.			
Reference 2 Name		Job Title	
Address			
Post Code		Home phone No	
Relationship to you			

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COMPLETE FOR VOLUNTEER DRIVER ROLE ONLY

Only answer if driving a car is part of the volunteering role you are applying for.			
Do you hold a current driving license?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, have you held a license for more than two years?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Driving License Number			
Valid Until		Does it have a current D1?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been convicted of any motor offence(s) resulting in disqualification?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please list the reason for convictions (if any)

Vehicle Details			
Make and Model of car			
Registration Number		Engine Size (cc)	
Fuel Type (i.e Petrol, Diesel)		Seating Capacity	
Insurance Company			
Insurance Policy Number			
Insurance Renewal Date			
Does the car hold a current MOT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	MOT Renewal Date

Please bring your licence with you to the office so that we may take a photocopy for our files.

VOLUNTEER DRIVER AGREEMENT

This agreement reflects the terms and conditions between the parties Arun Co-ordinated Community Transport "ACCT"; and "the Driver" with effect from

It is hereby agreed and declared by the parties that ACCT will act as agent of the Driver in arranging the supply of transport by the Driver to the person requiring transport "the client".

1. ACCT acting as an agent shall:

- a) provide information on the work to be undertaken by the Driver;
- b) accept commitments from clients and allocate work fairly and honestly keeping all necessary records of commitments;
- c) endeavor to man the booking/agency office from 0845 hours to 1700 hours every day;
- d) be responsible for all aspects of the administration of account holding customers.

2. The Driver is a volunteer and not employed by ACCT and shall:

- a) provide a suitable vehicle with current insurance, MOT and road tax to undertake those journeys for the clients allocated by ACCT;
- b) ensure that the vehicle is in a roadworthy condition, clean and tidy both internally and externally;
- c) be responsible for the maintenance, repair and all running costs (including fuel) of the vehicle;
- d) ensure that no smoking is permitted in the vehicle whilst carrying the client;
- e) not use the radios in the vehicle unless with agreement of the client;
- f) use a mobile phone only in a safe manner;
- g) be responsible for the collection and delivery of the client to the relevant place at the agreed times;
- h) notify ACCT at the first opportunity if he is delayed or is otherwise unable to collect or deliver the client;
- i) treat any information as regard to clients in strict confidence.

3. Fares.

The fares for the provision of transport by the Driver will be agreed with ACCT. All such fares collected in cash by the Driver will be retained in full by the Driver. All such fares collected from account clients by ACCT will be remitted in full by ACCT to the Driver.

4. Termination.

On termination ACCT will require the return of all ACCT property which includes name badges and windscreen markings.

5. Status.

It is hereby agreed and declared that as a volunteer the Driver has the responsibility for agreeing and discharging his own tax liabilities in respect of charges for transport services covered by this agreement. The Driver hereby indemnifies ACCT in respect of any claims that may be made by the relevant authorities against ACCT in respect of the same.

The Driver is not an employee of ACCT and this Agreement does not create a partnership between the Driver and ACCT.

This Agreement contains the entire agreement between ACCT and the Driver regarding the supply of transport to clients. The Agreement can be modified only by written agreement between ACCT and the Driver.

Signed Date
For and on behalf of ACCT

Signed Date
The Driver

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Rehabilitation Of Offenders ACT 1974

While volunteering for ACCT you will come into contact with vulnerable adults and elderly people. As such, applications to volunteer are exempt from the Rehabilitation of Offenders Act 1974. This means that potential volunteers must disclose any criminal convictions, bind over orders, cautions or charges pending, whether current or 'spent'. (Rehabilitation of Offenders Act, 1974 (Exceptions) Order 1975). (Having a conviction will not necessarily prevent you from becoming a volunteer). You will also be subject to undertake a disclosure check through the Disclosure and Barring Service.

Have you ever been convicted of a criminal offence (other than driving)?

Yes No

If yes, please give details of conviction(s) and date(s)

Declarations

ACCT value your support and respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act (1998). The information in this form will be used for volunteer management purposes, held on a computer database. We will not disclose or share personal information about you with any third party without your consent.

I understand that it is an offence under the Road Traffic Act knowingly to make a false statement to obtain insurance cover. In the event of any future illness, condition or incident which might affect my ability to drive for the scheme (including driving convictions or refusal of motor insurance) I undertake to inform my Coordinator, or to resign as a driver with the scheme. I understand that failure to do so and any false declaration made above may render the insurance cover for my vehicle invalid and I may then be held personally responsible to pay costs or damages.

"I declare that, to the best of my knowledge and belief, the information provided on this form is correct".

Name

Date

Signature

Returning Your Application Form

By Email: manager@arun-cct.org

By Post: ACCT, Unit S3 Rudford Ind. Estate, Ford Road, Arundel, BN18 0BD.

Thank you for your interest and for taking the time to complete this form.

Date

Reference: Voluntary Driver

Dear Sir / Madam,

I intend to undertake voluntary work that will involve using my vehicle to carry passengers as requested. I will receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of the Public Passengers Vehicles Act 1981, which exempts from Passenger Service vehicle and Hackney Carriage/Private Hire licensing laws.

I should be grateful if you would confirm that my existing policy covers me for volunteer driving by using the tear off slip below. Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully,

.....

From.....

Re policy number

This is to confirm that your insurance policy covers voluntary driving for which a mileage allowance may be received. This policy also contains a clause which indemnifying the agencies with which you are a volunteer against third party claims arising for the use of the vehicle on such voluntary work

Issued by Date