

## Club Transport Admin

### Why do we need you?

- We need your help to arrange transport for visually impaired people.

### What activities will I be involved in?

- Receiving a list of visually impaired people who require transport for that club
- The list is sent to VASA the community transport company
- VASA email the list back with planned lifts
- The people are contacted to be told collection time & drivers name

### What skills and abilities will I need to have?

- Ability to plan and organise
- A good listener, sociable and friendly & organised
- Use of your own phone and access to an email address

### How much time should I offer?

- This role is dependent upon your local club. Some clubs meet weekly, others every fortnight or month.
- The role would be 1-2 hours a week/month /fortnight

### Is there an induction and training?

- You will receive an induction when you start
- We will provide any training you need to complete the role

### What on-going support/guidance will there be?

- You will be supported by our Community team
- Opportunities to meet and network with staff and fellow volunteers during the year

### Will I need my own transport?

- Although not essential you may wish to visit the club

### What are the benefits to me?

- The opportunity of meeting new people and working as part of a dedicated team
- The satisfaction of knowing that you are making a vital difference to people living with sight loss

### Will my expenses be paid?

- We pay volunteers "out-of-pocket" expenses in accordance with our guidelines.

### Do I need to submit to a Disclosure and Barring Service check?

- Working with vulnerable people you will need to undergo a DBS check in accordance with our policies



Serving People with Sight Loss in Warwickshire since 1911

Warwickshire Vision Support is the operating name of Warwickshire Association for the Blind  
A company limited by guarantee. Registered in England and Wales No 6511954 Charity Registration No 1123220. VAT Registered No. 386 0409 86  
Registered Office: 14 Market Place, Warwick

## Club Transport Admin

### What's the next step?

You can apply to become a volunteer by completing our application form, or call us on 01926 411331 or visit [www.warwickshire.vision](http://www.warwickshire.vision)

We look forward to welcoming you to the team!



**Serving People with Sight Loss in Warwickshire since 1911**

Warwickshire Vision Support is the operating name of Warwickshire Association for the Blind  
A company limited by guarantee. Registered in England and Wales No 6511954 Charity Registration No 1123220. VAT Registered No. 386 0409 86  
Registered Office: 14 Market Place, Warwick