

Preston Community Transport Ltd.

Volunteer Agreement

This Volunteer Agreement describes the arrangement between Preston Community Transport Ltd. and you.

We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Part 1: the organisation

Your role as a volunteer is _____ and starts on _____.

This volunteering role is designed to _____

You can expect Preston Community Transport Ltd.;

1. Induction and training

- To provide an induction on the work of Preston CT, its staff, your volunteering role and the induction and/or training you may need to meet the responsibilities of this role. A Volunteer Handbook will be provided with full details of the organisation.

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you on an ad-hoc basis or when either party feel it necessary to discuss your volunteering and any successes and problems;
- To do our best to help you develop your volunteering role with us.

3. Expenses

- To reimburse these expenses following the procedures in the Volunteer Handbook:
 - Travel to and from home to The Mobility Centre and during your work.
 - Receipted meal expenses up to a maximum of £5 for one meal or a maximum of £8 for two meals incurred through volunteering duty of at least 5 hours in one day.
 - Specialist clothing or equipment where this is required and provided by you.
 - Cost of crèche, child minding fees or other dependant costs incurred by you in order to be able to volunteer up to a maximum of £20 per full day of volunteering duty.
- You must provide receipts when we reimburse your expenses.

4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer Handbook or can be inspected on request.

We will normally provide any specialist clothing, equipment or PPE you may require.

5. Insurance

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Employee* Handbook.

7. Problems

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Employee* Handbook.

Part 2: the volunteer

We expect you:

- To help Preston CT fulfill its Charitable objectives to provide safe, efficient and professional Community Transport in Lancashire;
- To perform your volunteering role to the best of your ability, including communicating fully with us about good and bad things you experience whilst volunteering;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- **To maintain the confidential information of the organisation and of its clients. In particular, our responsibilities under the Data Protection Act 1998 and not use the information you are exposed to for any reason other than fulfilling our Charitable objectives;**
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to a Criminal Records Bureau check being carried out where necessary.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future. (*Employee Handbook referring to identical policies only).

Volunteer

Manager

Signed: _____ Signed: _____

Name: _____ Name: _____

Date: _____ Date: _____