

HAY DIAL-A-RIDE

VOLUNTEER PASSENGER ASSISTANT
APPLICATION FORM 2023



Full Name :

Date of Birth :

Address:

Post Code: Email:

Home Tel No: Mobile Tel No:

AVAILABILITY

Please indicate when you are available to volunteer - what days/mornings/afternoons etc.

Please advise of present/previous volunteer experience relevant to your application and why you are interested in joining our community transport service?:

COVID

It is Dial-a-Ride's Policy that all volunteers will be vaccinated against Covid.
I am vaccinated and up-to-date with all available boosters :

YES

NO

EMERGENCY CONTACTS

Emergency Contact 1

Name:

Relationship:

Tel No (day):

Tel No (evening):

Mobile No:

Emergency Contact 2

Name:

Relationship:

Tel No (day):

Tel No (evening):

Mobile No:

REFEREES

Please give 2 referees who are not family members.

Name:

Address:

Post code:

Email:

Relationship:

Tel No:

Name:

Address:

Post code:

Email:

Relationship:

Tel No:

YOUR HEALTH

Do you consider yourself to have a disability/health issue that might affect your volunteering?

If you wish, please give details:

Is there any kind of support you feel you might need from us? Please describe:

DECLARATION

I understand that anything I hear or see regarding individuals during my volunteer work with Hay Dial-a-Ride is under the strictest of confidence, unless it concerns a Safeguarding issue. I accept that a breach of this confidentiality may result in a termination of my volunteering.

I understand that Hay Dial-a-Ride will need to run an enhanced police check (with my consent) with the Disclosure and Barring Service (formerly CRB) because they work with vulnerable people. All applicants are required to declare any convictions under the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975).

I understand that I will need to undergo training initially and from time to time thereafter. This will include Emergency First Aid at Work and Dementia Awareness.

I confirm that the information given in this application is correct and I undertake to inform Hay Dial-a-Ride of any change in circumstances including health and ability to carry out my duties safely.

DECLARATION SIGNATURE

Signature

Date

Although Hay & District Dial-a-Ride is not obliged to register under the Data Protection Act 1998, it follows its principles for the use of information. This means you are entitled to know how we intend to use any information you provide. The information in this form will be used for registration purposes and will be entered on our database. Specific information will not be given to our funders, just anonymised details for statistical purposes. Please see below for more information on data and permissions.

What Data is Retained and How it is Used

Data Held: Your name, address, telephone number (and email address if you have one), application form and start date, your emergency contact details, your references, training record and certificates, copies of your driving licence and licence checks (if you are a driver), DBS information.

What We Do With it: It enables us to arrange our community transport service. It also enables us to send you information on DaR activities, such as the regular team updates from the office, the AGM papers and our newsletters.

How we Store it and for How Long: It is stored on Word/Excel files on the office password protected computer and a card system plus your personal file. Data is only known to office staff and exceptionally to Trustees on a specific needs basis. Personal data is stored for one year after end of service.

Our Policy on Sharing: We do not share volunteer data with other organisations except on an anonymised basis. If we think putting volunteers in contact with other parties (members or otherwise) is useful, we ask your individual permissions first.

Volunteer Rights: volunteers may obtain details of all their data that is held by Dial-a-Ride by submitting a 'subject access request' to the Chief Executive or Chairman of Trustees.
