



# HAREWOOD

## Volunteer Shuttle Driver

<b>What does the role involve?</b>	<ul style="list-style-type: none"><li>• Driving visitors between designated destinations within the park, particularly those using public transport.</li><li>• Talking to visitors, promoting the various areas of Harewood and current and future Events.</li><li>• Assisting the outdoor staff by around the park, keeping in touch via a 2-way radio.</li></ul>
<b>Who do I report to?</b>	Overall: Duty Manager Day to day: Visitor Information Centre staff
<b>Where will I be located?</b>	You will pick up your vehicle, keys and clipboard at the Visitor Information Centre. You will drive a designated route around the park.
<b>What sort of commitment will I have to make?</b>	A regular weekly or fortnightly 3.5 hour shift (although initially you may have to fill in as and when shifts become available).
<b>What are the shift times?</b>	7 days per week during the season. Shift times are 10am-1.30pm or 1.30pm-5pm. The Rota Book is held with Visitor Information staff.
<b>What do I need to know before starting?</b>	You will have a full, current, British Driving License. A copy of both parts of the license will be photocopied and kept on file for insurance purposes. For insurance purposes it is extremely important that you report to the Visitor Information Centre immediately any changes in the status of your driving license or if you have points added or removed.
<b>What training will I be given?</b>	<ul style="list-style-type: none"><li>• A session on the shuttle with one of our shuttle trainers, which takes approximately 1½ hours and shows you how the shuttle works and it's route.</li><li>• Child Protection awareness training so that you will feel comfortable being amongst our many visitors.</li><li>• A general induction which will give you a broader understanding of how Harewood operates as a business.</li></ul>
<b>Is there a probationary period?</b>	Yes, you will be on probation for the first six months of volunteering. During that time you will be able to make absolutely sure that being a volunteer Shuttle Driver is what you really want to do. Your position will be subject to receiving satisfactory references.
<b>What should I wear?</b>	Once you have completed your training you will be given a Harewood fleece which you are asked to wear when on duty. Please ensure this is clean at all times. Items of clothing issued by Harewood remain the property of Harewood and should be returned when you leave the Volunteer Scheme. Clothes need to be appropriate for the weather, the shuttle runs in all weathers (except snow), although you are asked not to wear shorts.