



## VOLUNTEER DRIVING DETAILS

Thank you for considering Cancer Connect as a volunteering opportunity. Our service depends on Volunteer kindness and goodwill and has a great and positive impact on Passengers and their families. Driving for Cancer Connect makes an outstanding contribution to the community. Please read the details below and, if this feels like the right fit for you, complete the application form. This arrangement is binding in honour only and is not intended to create a legal contract.

**Cancer Connect has 2 types of transport service, depending on Passenger need.**

### 1. CANCER RELATED APPOINTMENTS

This service is based on you driving your own car for Cancer Connect.

Each driver will receive an annual rota and be scheduled for 1 trip per month. As soon as a booking comes in, the most geographically suitable driver will be called, and the trip discussed. If the trip suits, that Driver will be booked. The Driver will ring the passenger and confirm pick up details. The Driver will go to the house at the agreed time, bring the passenger to the appointment and then bring the passenger home afterwards.

### 2. RADIOTHERAPY

This is based on driving a Cancer Connect owned vehicle, possibly an 8-seater (regular B driving licence will cover this) or car.

Radiotherapy Drivers are given their rota annually. There is a set team of drivers per route, and each Volunteer drives one day per month. If that day doesn't suit, the Driver swaps with another driver and informs the office. The Driver receives his/her details the day before each trip: details include where to collect the vehicle, who the passengers are, and where the picks up points are. There may be several passengers to be collected en route. The vehicle arrives at CUH and/or The Bon Secours at a set time and usually departs one and a half hours later.

## CONFIDENTIALITY

All personal information regarding passengers is strictly confidential. Drivers must respect the privacy of each individual. This is of high importance and can't be overstated - whoever travels with us does so with Cancer Connects word that their transport won't be discussed outside the vehicle. Cancer Connect will never share passenger information. All Driver and Passenger information is stored in a protected system and follows GDPR data protection law.

## PAPERWORK

Cancer Connect will need a photocopy of your licence on file, so please include that with your returned form. If you intend to use your own car, you will need to tell your motor insurer that you are bringing someone to

Cork voluntarily on a monthly basis. You will also need to request from your insurance company that Cancer Connect is indemnified on the policy (where possible). This would normally mean that Class 1B cover has been applied to your policy. If they charge you an additional fee we will be happy to cover that. Usually however, they amend your policy at no extra cost as there is no payment for this service.

Cancer Connect is not required to undertake Garda Vetting of Volunteer Drivers. References are required; please include contact details of two Referees from previous employments/ local Community Members or someone that can give a character reference on your behalf. Cancer Connect will contact the Referees before your first journey.

Your information remains confidential and GDPR policies and procedures are in place.

## CHECKLIST

1. Ensure Insurance Company informed of Volunteer driving and policy amended accordingly if using your own car.
2. Complete Volunteer application form
3. Photocopy Driving Licence
4. Return Application form and copy of Driving Licence to Cancer Connect office.
5. On completion of application, Cancer Connect will make contact to confirm you are on the panel of Drivers and book you for a trip in due course.

## FREQUENTLY ASKED QUESTIONS:

*Q Is there any contribution available for diesel etc?*

A Each Driver that uses their own car will receive a contribution towards costs. This is a flat rate and is offered to offset fuel costs, coffee, parking etc. It is minimal but should ensure that there is no cost to the Driver.

*Q Where do I park in Cork?*

A Cancer Connect has free parking at various hospitals, and one main car park in Cork.

*Q How often will I drive?*

A Cancer Connect asks Drivers to Drive one day per month. This may be less if there is no demand from their locale. If a Driver wishes, they can drive more frequently. Some Teachers Drive during their summer holidays, some Retired Drivers are on the road weekly!

*Q Do I need to assist the Passenger?*

A No, we do not offer any Passenger assistance. We suggest family member/friend travels and provides any assistance required. If the Passenger is a wheelchair user, we provide alternative transport in an accessible vehicle with professionally trained Drivers.

*Q How much notice will I receive?*

A Usually Drivers receive one week's notice. This may be less when a Passenger receives short notice of an appointment from the hospital.

*Q Do I Drive my own car?*

A Cancer Connect has vehicles in several locations that you may wish to drive. Otherwise, you will be asked to drive your own car.

*Q Do I need a bus licence?*

A No. Cancer Connect owns cars and 8 seaters. A regular B licence will allow a Driver to carry up to 8 passengers, so a B licence is suitable for both.

*Q Do I go into the Hospital with the Passenger?*

A No. The Passenger is dropped at the front door of the hospital and collected from the same point.

*Q What if there is a hold up in hospital and the Passenger is delayed?*

A While the Driver is always given appointment start and finish times, Cancer Connect suggests that the Driver be flexible to allow for any delays. We do understand Drivers may need to return home, so then we look for a second driver to accommodate.

*Q Do I need to know any first aid for my role as a Volunteer?*

A No. The Volunteer role is for driving only.

*Q What happens if my plans change e.g. I become unwell or have Covid symptoms and I must cancel?*

A Cancer Connect understands that Volunteers have other commitments, and cancellations may be unavoidable. We ask Drivers not to travel if they are feeling unwell as this is a risk to the vulnerable Passenger. In this case, we look for a Driver that is available at short notice.

## CANCER CONNECT - VOLUNTEER APPLICATION FORM

Name \_\_\_\_\_

Phone No \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Do you have a full clean driving licence?

Yes \_\_\_\_\_ No \_\_\_\_\_ If No please give details: \_\_\_\_\_

Why do you wish to become a Volunteer Driver for Cancer Connect?

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### Time Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Any Weekday

Please tick which service you are interested in volunteering for:

**Radiotherapy**

Drive Cancer Connect Vehicle  
Attend CUH/Bons at scheduled times  
Transport more than 1 passenger

**Cancer Related Appointments**

Drive your own Vehicle  
Attend any Cork Hospital  
Drive one passenger only

**Both Services**

Please tick the correct box, regarding the road worthiness of your vehicle if you intend to use it:

Is your Tax up to date? Yes  No

Are you fully insured to drive your car? Yes  No

Is your NCT up to date? Yes  No

Are your tax & insurance & NCT discs visible on windscreen? Yes  No

## REFEREES

You will be aware that as Cancer Connect works with vulnerable people, it is imperative to be vigilant in all recruitment activities, for paid staff or volunteers. Please provide the name and address of two referees (non-relatives), one of whom may be your present or previous employer, or character reference from a local Community Member:

Name	_____	Name	_____
Address	_____	Address	_____
Phone	_____	Phone	_____
Role/Occupation	_____	Role/Occupation	_____

Have you ever been charged or convicted of a criminal offence in Ireland or any other country?

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Have you ever been the subject of an allegation or investigation in this or any other jurisdiction arising from a complaint or allegation of abuse of a child or other vulnerable person?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give details: \_\_\_\_\_

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Declaration: I confirm that the above information is accurate and true and any incorrect information will result in immediate break down of agreement.

Name \_\_\_\_\_ Date \_\_\_\_\_

Please complete the form and return it with a copy of your driving licence to:  
**Cancer Connect, 12 Barrack Street, Bantry Co. Cork P75 H429**  
T 021 2038525 | E [info@cancerconnect.ie](mailto:info@cancerconnect.ie) | [www.cancerconnect.ie](http://www.cancerconnect.ie)