



SWAN Transport Volunteer Driver Form

Thank you for your interest in becoming a Volunteer with SWAN

Personal Information	
Title	
First Name	
Last Name	
Date of Birth	
Email Address	
Landline	
Mobile	
Address Line 1	
Address Line 2	
City / Town	
County	
Postcode	
National Insurance Number	
Driving Licence Number	
Driving Licence Type (B/D1/D)	

Driving Licence Renewal Date	
Any points? If yes, how many & expiry	
Maximum Journey Distance Preferred e.g. 50 miles (if applicable)	
Any criminal convictions? If yes, please list	
Do you have a current DBS certificate? If yes, please list the certificate reference number & the expiry date	
<i>As this voluntary work involves direct unsupervised contact with vulnerable people, you are required by the Rehabilitation of Offenders Act 1974 to declare all convictions including spent convictions. A DBS check will be initiated by SWAN if you do not have a valid certificate; see DBS Information further down the form for more information.</i>	
Please provide a current passport style photograph of yourself (head shot) – we will use this for your SWAN driver ID badge. This can be attached separately	
Emergency Contacts / Next of Kin	
Title	
First Name	
Last Name	
Relationship To You	
Address & Postcode	
Landline	

Mobile	
Email Address	
Title	
First Name	
Last Name	
Relationship To You	
Address & Postcode	
Landline	
Mobile	
Email Address	
Bank Details (for reimbursement of expenses)	
Name of Account Holder	
Bank Name	
Sort Code	
Account Number	
Vehicle Information	
Registration Number	
Vehicle Make & Model	
Vehicle Colour	
Number of Doors	

Vehicle Insurance Company	
Fuel Type	
Vehicle Insurance Policy Number	
Vehicle Insurance Renewal Date	
Is your vehicle wheelchair accessible?	
Are you able to transport assistance dogs with the passenger?	

DBS Check Information

For your DBS check, you will need to provide the following original documents for SWAN to take copies of. Three documents need to be seen: one document from Group 1, and two further documents from Group 1, 2a, or 2b. Photocopies or photos of the documents are not acceptable.

These documents can be brought to your induction once arranged. Please confirm you can provide the documents by ticking below which you will provide.

Group 1: Primary Identity Documents

Current valid Passport	
Biometric Residence Permit	
Current Photo Driving Licence (Full or Provisional)	
Birth Certificate	
Adoption Certificate	

Group 2a: Trusted Government Documents

Current Photo Driving Licence (Full or Provisional)	
Birth Certificate	
Marriage / Civil Partnership Certificate	
HM Forces ID Card	
Firearms License	

Group 2b: Financial and Social History Documents

Mortgage Statement	
Bank/Building Society Statement	

Bank/Building Society Account Opening Confirmation Letter	
Credit Card Statement	
Financial Statement e.g. pension, endowment, ISA	
P45/P60 Statement	
Council Tax Statement	
Work Permit/Visa (UK Residence Permit, valid up to expiry date)	
Utility Bill - Not Mobile Phone	
Benefit Statement e.g. Child Allowance, Pension	
Document from Government/Local Authority	
EU National ID Card – must be valid	
Cards carrying the PASS accreditation logo – must be valid	

References

Volunteers must provide two character references. At least one referee should know you in a professional context – e.g. previous managers, colleagues, support or social workers, teachers or tutors, religious ministers, or anyone else that you have an official relationship with. Another can be a friend or family member.

Title	
First Name	
Last Name	
Relationship To You	
Address & Postcode	
Landline	
Mobile	
Email Address	

Title	
First Name	
Last Name	
Relationship To You	
Address & Postcode	
Landline	
Mobile	
Email Address	

Fit to Drive

By law, a driver must notify the Driver and Vehicle Licensing Agency (DVLA) if:

- they have from a medical condition or disability that may affect their driving*
- they develop a condition or disability*
- an existing condition or disability that may affect their ability to drive develops.*

Not telling the DVLA about a condition or disability is a criminal offence. The driver could also invalidate their insurance if they do not follow medical advice not to drive. Consider having a driving assessment, it's a smart move if you're an older driver or your health has changed recently. It's a great way to get an unbiased check on your driving skills.

Please list any medical conditions or disabilities that may affect your driving, or that SWAN may need to know about

Can you read a number plate from 20 meters (c.5 parked

cars length) away, with glasses or contact lenses if you need them?	
Do you have regular eye tests?	
Your Availability	
Please let us know when you will be free to drive for SWAN (e.g. weekday afternoons/ only Wednesdays/ Monday, Tuesday, Wednesday mornings etc.)	
Other	
I agree to send SWAN updates of any information here that may change, renew or no longer be relevant as I continue to volunteer	
How did you hear about SWAN?	
Is there anything else you would like to tell us about yourself or your driving history?	

SWAN may request an update of your personal details annually to ensure the information we have for you is correct.

Signed:

Date:

By completing this form, I am consenting that SWAN can process and store my personal data for the legitimate purpose of becoming a volunteer with the charity. I am aware that I can withdraw consent at any time by contacting SWAN via their website at swan-transport.com, by email to sofia@swan-transport.co.uk, or by post to Unit B, 1 Waterloo Road, Radstock, BA3 3EP. I am aware that the information will form part of my volunteer file and SWAN will be entitled to process it for all purposes in connection with my voluntary role. If I am no longer interested but do not withdraw my consent, my data will be retained for a further 12 months, after which time it will be destroyed.