



# YOUR HELP IS NEEDED PLEASE! NEW VOLUNTEER FORM

Can you please fill in the form with your details in **BLOCK CAPS**

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>POST CODE:</b>	<b>TELEPHONE:</b>
<b>E-MAIL:</b>	
<b>DAYS OF WEEK AVAILABLE:</b>	
*Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday *delete as applicable	
Occupation or special skills:	
<b>DATE:</b>	<b>MEMBERSHIP NUMBER:</b>

### NOTES

#### MEMBERSHIP

To become a volunteer at Avon Valley Railway you will need to be a member.

#### HEALTH AND SAFETY

Despite bring a Heritage Railway, the Avon Valley Railway is still a train operating company and, as with the main line railway it is classed as a hazardous environment, and our rules and Regulations regarding Health and Safety reflect this.

#### THE ROLES

You must be physically fit for most of the role at the railway as most of the roles are manual and can involve lifting. You will need to be able to get on and off the train unaided.

Some roles involve working with our customers so you must be of tidy appearance and able to communicate well with them. Some of these roles you will be part of a working team or you could be working alone.

*Minimum age restrictions on some of the above jobs, training will be given on all jobs.*

*\$You must be able to handle money # You must be physically fit \*\*Trained Personnel Only*

#### DATA PROTECTION NOTICE

As a volunteer of the railway The Avon Valley Railway Heritage Trust and Avon Valley Railway Company Ltd may hold and process data including, but not limited to the following;

- Contact details (name address, email, telephone number) of your membership, held on the membership database
- Contact details (name, address, email, telephone number) for working members / volunteer held in HOPs
- Medical and Competency information for relevant working members
- Next of kin details for working volunteers

#### GDPR REPLY

<b>I (name):</b>	<b>MEMBERSHIP NO:</b>
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confirm that I give consent for my data to be retained by the Avon Valley Railway for the purposes outlined above in connection with my membership and/or volunteering activities.

<b>SIGNED:</b>	<b>DATE:</b>
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	JOB TITLE	MIN AGE	NOTES	WHEN	WOULD LIKE TO HELP
1	Administration Assistant	16	Taking bookings for Events/ Santa must be able to use computer	Weekends	
2	Booking Clerk \$	16	Bitton Station, Selling Train tickets must be able to use computer & handle money, and use card machine	Weekends, Tues, Wed, Thur & Bank Holidays	
3	Carriage Cleaner #		Cleaning coaching stock after running days.	Monday	
4	Carriage & Wagon Dept #	16	Supervised Work, you must be able to work alone and in a team	7 days a week	
5	Engine Cleaner #(A)**	18	Training will be given. You must be fit and active for this role and start as cleaner (#A-C). Training takes a few years. Medical checks may be required for these roles.	Running Days	
6	Fireman # (B)**	18		Running Days	
7	Engine Driver # (C)**	18		Running Days	
8	Fundraiser \$	18	Raffle selling and other fundraising		
9	Gardens	18	Bitton, Oldland & Riverside stations	Mon, Tues & Fri	
10	Guard #	17	Training will be given. You must be fit and active for this role.	Running Days	
11	Permanent Way #	16	Supervised Work	Sundays	
12	Group host #	16	Looking after our Groups when they visit us (for Train, Boat & Cream Tea) must like talking to people about our railway	Mid-week mostly (Tues, Wed & Thur)	
13	Platform/Station Staff/ Car park #	16	Helping passengers and keeping station area clean and tidy (emptying bins) Helping marshalling the car park	Running Days	
14	Raffle Seller \$	16	Selling Tickets on train/Platform	Running Days	
15	Shop Assistant \$	16	Working on our Gift Shop,	Weekends & Week days	
16	Travelling Ticket Inspector \$ #	14	Checking tickets on train and selling tickets	Weekends, Tues, Wed, Thur & Bank Holidays	
17	Workshop/Mid-Week Gang #	18	Up keep of rolling stock and station area	7 Days week	
18	Santa, Christmas helpers, mince pie distributors #	16	To help with the Christmas Santa and Sherry & Mince Pie trains. Act as Santa, help distribute presents and keep the public happy!	Weekends Dec plus the odd weekday Dec / Jan	
19	Education & School Visits	16	To help with school visits	Week days as required	

ON TRAIN DINING #				
20	Cream Teas & High tea	15	Coach Groups & events	Mid-week & Sundays
21	Pines Express	16	Sunday Lunches (11am-4pm)	Sundays
22	Murder Mystery's	16	Evening Event (6pm-11pm)	Saturday
23	Meals on Rails	16	Mid-week Evening meals (6pm-9.30pm)	Wednesday

Please return this form to Sue Sedley, Volunteers Co-ordinator,  
Avon Valley Railway, Bitton Station, Bath Road, Bitton, Bristol. BS30 6HD  
or save and email: [volunteers@avonvalleyrailway.org](mailto:volunteers@avonvalleyrailway.org)

#### OFFICE USE ONLY

Date this form received:	Tour offered:	Sent to department contact:	Welcome Pack sent:
	Tour booked:	Follow up 1 month:	Start Date:
	Tour attended:		Induction Checklist completed: