

# Community Transport:

Wollongong - Shellharbour

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## JOB DESCRIPTION

**Name of Position** Volunteer Bus Driver

**Position Purpose** To provide reliable and responsive transport to Service Users using Community Transport Services. Community Transport Coordinator.

**Accountable to** Community Transport Coordinator.  
**Specific Requirements** Current NSW LR Class Drivers Licence or higher, Successful Criminal Record Check, Health Assessment and Driver Licence Check.

**Hours of Volunteering per week** Recommended, no more than 16 hours per week.

**Reimbursements Payable** Eligible to claim reasonable and pre-approved mileage for use of own car and out of pocket expenses, where applicable.

### Skills Essential

- Ability to relate, communicate and show empathy towards those who are transport disadvantaged including people who are frail aged, younger people with a disability, carers, and special needs groups.
- Ability to abide by Council's Code of Conduct, Organisational Values and Services Policies and Procedures.
- Ability to work flexible hours / days.
- Ability to work as part of a team and a commitment to participate in regular team meetings and training.
- Ability to maintain confidentiality and privacy.
- Ability to be punctual and reliable.
- Ability to work with minimal supervision.
- Ability to take direction.
- Ability to treat all Service Users with dignity, respect and courtesy.

### Skills Desirable

- Previous experience in a volunteer role within the community service sector.
- Knowledge of the Wollongong and Shellharbour Local Government Areas.

### Specific Roles – Volunteer Bus Driver

- At all times drive the vehicle in a manner that is safe, appropriate and within the requirements of the Roads and Maritime Services (RMS).
- To retain appropriate level of RMS licence required to fulfil duties.
- To ensure all Service Users travel comfortably and safely between destinations.
- Report to the Office team any concerns relating to the Service User's wellbeing or changes in their life circumstances.
- Ensure all Service Users have seatbelts fastened before undertaking transport.
- To work within WH&S Guidelines and report incidents or accidents to the Office team.
- To be personally responsible for any fine, which may result from traffic infringements.
- Ensure daily safety checks are carried out on the service vehicle before leaving the depot and vehicles are left clean, tidy and refuelled for the next driver.
- Provide assistance to Service Users including the operation of wheelchair hoist and attachment of wheelchair restraint systems consistent with the safe functioning of the vehicle.

### Probationary Period

Three (3) months. Regular performance and supervision sessions will be held during this time.