

Community Transport:

Wollongong - Shellharbour

JOB DESCRIPTION

PO Box 693
Wollongong, NSW 2520
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ABN: 63 139 525 939

Name of Position **Volunteer Car Driver or Project Vehicle Driver**
Position Purpose To provide reliable and responsive transport to Service Users using Community Transport Services

Accountable to Community Transport Coordinator
Specific Requirements Current NSW C Class Drivers Licence, Current Comprehensive Motor Vehicle Insurance, Successful Criminal Record Check, Health Assessment, 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 Car or Project Vehicle 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, with elbow assistance the only physical support provided where applicable.
- 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.
- If driving a Project Vehicle, 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.
- If driving a Project Vehicle, 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.