

Position Description Volunteer Transport Driver

1. POSITION DETAILS

Position Title: Volunteer Transport Driver

2. POSITION RELATIONSHIPS

Responsible to: Home Support Manager

3. POSITION OBJECTIVES

To provide transport for clients of the Harold Hawthorne Community Centre (the Centre) between destinations.

4. PRINCIPAL RESPONSIBILITIES

4.1 Transport for clients to various destinations.

- Transport clients using the Centre vehicle to medical appointments, shopping centres and other activities.
- Responsible for the welfare, comfort and safety of clients from their home to destination and return.
- Clean the interior of vehicles after use e.g. cleaning windscreen, removal of any rubbish, wipe surfaces and vacuum if required.
- Maintain fuel level above half a tank at the end of transport roster.

4.2 Other Duties

- Ensure clients and agencies confidentiality of all information as per the Centre's privacy and confidentiality agreement
- Promote safety by following organisational operational health and safety requirements and guidelines
- Communicate respectfully with all individuals including volunteers, clients, representatives, employees and the community
- Contribute to continuous improvement by involvement in meetings, planning days and reporting mechanisms
- Participate in education and training opportunities
- Other duties as required.

5. POSITION REQUIREMENTS

5.1 Essential

- a) A satisfactory Police clearance or the ability to obtain one (less than 3 months old)
- b) Obtain and provide evidence of COVID-19 Vaccinations as mandated by the Western Australian and Commonwealth Government. Possession of a current motor vehicle driver's license.
- a) A strong commitment to working with older people and young people with disabilities
- b) A caring and compassionate personality with a commitment to enhancing client's independence, dignity and comfort.
- c) The ability to work as a member of a team and autonomously under minimal supervision.

5.2 Desirable

- a) Previous experience in this field of work.
- b) Ability to drive a bus (training/familiarisation provided).

I _____

have read, understand and agree to comply with the above position description.

Volunteer Signature: _____ Date: __/__/____

I have explained and discussed this position description with the above.

Supervisor Name: _____

Signature: _____ Date: __/__/____