

Volunteer Role Profile

Position	
Position Title	Community Transport Driver
Volunteer Area	Community Transport
Reports to:	Program Manager (Community Transport)
Purpose of the Position	
<p>To ensure the safe and comfortable transport of clients situated in the local government area to various destinations such as: doctors' appointments, hospital/medical appointments, aged day care, social outings, shopping etc. using a community transport vehicle. Drivers will be required to make trips to other parts of the region outside of the local area including Wagga, Albury, Shepparton, Bendigo and Melbourne.</p>	
Key Responsibilities <i>(the following description of responsibilities is not exhaustive and may include others as directed from time to time)</i>	
Service Delivery	<ul style="list-style-type: none"> • Transport clients to medical appointments, shopping or social activities, as agreed with the coordinator • Assist clients with mobility, ie walking or getting in or out of the vehicle or with seating • Be responsible and pro-active for the welfare, comfort and safety of clients from their homes to their destination and return • Acknowledge and respect the rights of clients and maintain client confidentiality and privacy at all times • Be familiar with and abide by the policies and procedures of the organisation as demonstrated in the policy and procedure manual • Monitor daily maintenance requirements of the designated vehicle and equipment, including cleaning • Gather statistical information through the completion of the daily records, ie vehicle passenger and driver records • Accept client contribution payments and issue receipts where required and deliver documentation and money to the coordinator on completion of duty • Participate in driver meeting training as required • Complete all paperwork and maintain documentation in accordance with Intereach guidelines
Experience/Skills	
Essential	<ul style="list-style-type: none"> • Well-developed understanding of the needs of Community Transport users including people with disabilities, frail aged, carers and children • Knowledge of the Local Government area • Well-developed communication skills with demonstrated experience dealing with difficult or distressed clients • Highly motivated and ability to work as part of a team • Demonstrated history of reliability and punctuality
Desirable	<ul style="list-style-type: none"> • Previous experience working with people who have disabilities, frail aged, carers and children • Strong networking skills with solid problem-solving,

	organisational and decision making skills
Knowledge/Qualifications	
Essential	<ul style="list-style-type: none"> • Commercial Drivers Medical Assessment • Driver History • Current Working with Children Check? • Current drivers licence • Current Criminal Record Check or willingness to undergo check
Desirable	<ul style="list-style-type: none"> • Current First Aid Certificate - Managers to check is this is required for certain roles