



VOLUNTEER ROLE DESCRIPTION

Role Title	Transport Driver
Department	Community Development
Availability	Approximately 2 shifts per month
Location	Positive Ageing Programs, Woodside The Summit Community Centre, Norton Summit Torrens Valley Community Centre, Gumeracha
People Leader	Community Support and Volunteer Officer, Woodside Community Centre Operations Officer, Norton Summit Community Centre Operations Officer, Gumeracha
Our Vision	Making the Adelaide Hills a healthy and happy place to live, work, and play through working together to build the community through leadership, community involvement and commitment to service and continuous improvement.
Role Purpose	<p>Programs that are delivered as part of Hills Home and Community Support program strengthens people’s capacity to maintain independence to participate in community life and remain in their home for longer. We do this by providing Positive Ageing and Social and Wellbeing activities and Transport services to eligible residents in the Hills.</p> <p>The Driver is part of a pool of volunteers who will be allocated to drive clients to and from social activities and outings provided by the Hills Home and Community Support Program. Outings may include mystery trips, shopping shuttles, theatre shows, walking groups and some programs that are held at the Positive Ageing Centre in Woodside, The Summit Community Centre in Norton Summit, or at The Torrens Valley Community Centre in Gumeracha.</p>
Responsibilities	<p><i>Pick up and drop off clients</i></p> <ul style="list-style-type: none"> • Collect vehicle pouch, which will include keys, the daily itinerary and vehicle mobile phone • Collect vehicle from where it is stored • Working with the Volunteer On Board Assistant, the Bus Driver will pick up clients from their homes, drive them to the program venue or on the bus trip; then return them to their homes within specified times

	<ul style="list-style-type: none"> • The Driver may be allocated to drive the Community Bus, Toyota Tarago (7 seater people mover), a fleet car or a Mitsubishi PHEV (Plug-in Hybrid Electric Vehicle) • Carry a vehicle mobile phone on every trip in case of changes or emergency <p>Maintain vehicle</p> <ul style="list-style-type: none"> • Fill petrol tank as required, minimum ½ tank • If driving the electric vehicle ensure it is plugged in to recharge at the end of the trip • Ensure the vehicle is roadworthy by conducting checks and report any maintenance issues immediately to Staff <p>Driving the vehicle</p> <ul style="list-style-type: none"> • Perform driving duties safely and observe the laws that relate to driving a vehicle on the road • Consider the comfort and safety of passengers at all times
Skills & Experience	<ul style="list-style-type: none"> • Possess a Full Driver’s License with a clean driving record • Ability to confidently drive a 12 seater bus or Toyota Tarago (7 seater vehicle) or a car (including an electric car) in a safe manner • Ability to communicate effectively and empathetically with a broad range of people including the elderly, disabled, disadvantaged, socially isolated and culturally diverse clients • Reliable and punctual • Ability to work within operational policies and procedures and maintain confidentiality • Experience in aged care work or similar desirable but not necessary • Ability to work collaboratively as part of a supportive team
Learning & Development	<ul style="list-style-type: none"> • Complete Council’s volunteer induction, program orientation and ongoing training as required • Participate in a 12 week New Starter Volunteer Review • Attend volunteer meetings, a minimum of two per year • Provide First Aid training (every three years) • Manual Handling training (every three years) • Prior to commencing complete Driver Accreditation under the Passenger Transport Act 1994 (completion of a medical with your GP, completion of Application for Driver Accreditation form and obtaining a Child related employment screening) • Prior to commencing complete Driver Evaluation with qualified Driver Assessor
Check Requirements	As part of Adelaide Hills Council’s Safe Environments Policy, a current Department of Human Services Screening check (within the last 12 months) and National Police Check are essential prior to commencement and renewal every three years arranged through Adelaide Hills Council.
General Conditions	<p>Volunteers at Adelaide Hills Council act in accordance with Council’s Volunteer Code of Conduct and Safe Environments Policy.</p> <p>Volunteers at Adelaide Hills Council comply with Council’s Work Health and Safety policy, procedures and safe operating procedures.</p> <p>Adelaide Hills Council works in partnership with Peramangk and Kaurna traditional</p>

	custodians, and Aboriginal and Torres Strait Islander people who have strong connections to the Adelaide Hills. Our workforce embraces respectful behaviours that recognise and celebrate the Aboriginal culture of our area.
Values	Providing excellent service to our community is a driving force behind all our interactions with people: Available Helpful Empathetic Responsive Reliable

VOLUNTEER ROLE DESCRIPTION AGREEMENT

	Acknowledged by Volunteer	Acknowledged by Volunteer Leader
Name		
Signature		
Date		