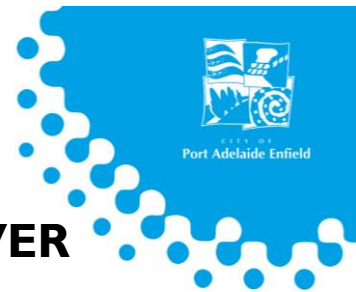


# VOLUNTEER ROLE STATEMENT



## VOLUNTEER COMMUNITY BUS DRIVER

### The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

### We have a plan to achieve our vision:

#### **ECONOMY**

*We are a thriving economy and a business-friendly City*

#### **COMMUNITY**

*We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike*

#### **ENVIRONMENT & HERITAGE**

*We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated*

#### **PLACEMAKING**

*We are a unique and distinctive collection of active places, created and cared for through strong partnerships*

#### **LEADERSHIP**

*We are an innovative, collaborative and high performing leader within local government*

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### The position is:

<b>Position Title</b>	<b>Volunteer Community Bus Driver</b>		
<b>Department &amp; Section</b>	<b>Community Development</b>		
<b>Team</b>	<b>Community Services</b>		
<b>Reporting to</b>	<b>Community Programs Officer</b>		
		<b>Prescribed Position:</b>	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>



# VOLUNTEER ROLE STATEMENT

## **How does this position contribute to our community?**

- To act as a link between Council and the community
- To drive for the Community Bus Service
- To provide additional transport options to the community

## **What does the position do?**

- Ensure the safety of individuals or groups while they are entering, travelling and alighting from the vehicle and report any improper conduct by passengers to the Community Programs Officer
- Observe and comply with the requirements of the Road Traffic Act and Motor Vehicles Act, all signs, signals and road restrictions
- Comply with the conditions of the Commercial Motor Vehicles (Hours of Driving) Act, 1973 section
- Comply with Circuits and times in accordance with timetables
- Report accidents: damage to vehicles or any incidents/problems of concern while volunteering as soon as practicable
- Abide by and be familiar with Council's Occupational Health, Safety & Welfare policy and other policies relevant to the Community Development Department
- Attend fortnightly Community Bus Drivers meetings whenever possible
- Liaise with Community Programs Officer, other staff and volunteers as required and provide feedback

## **The behaviours we expect the position to contribute to our workplace are:**

- Ability to drive manual and automatic vehicles
- Ability to respect and maintain confidentiality
- Ability to communicate effectively with the client group, staff, other volunteers and members of the general public
- Reliable, energetic, caring and responsible attitude
- Ability to follow directions and instructions
- Ability to work as a team member

## **Experience/Qualifications:**

- Current SA Driver's Licence
- LR licence or above
- DCSI Child Related Clearance
- Successful completion of driving assessment

## **Knowledge**

- Knowledge of the council area or willingness to learn

## **Our Safety and Return to Work Commitments**

- Take reasonable care for their own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.



# VOLUNTEER ROLE STATEMENT

- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.

## Code of Conduct

All volunteers of the City of Port Adelaide Enfield must:

- Act in a fair, honest and proper manner
- Be reasonable, just and non-discriminatory in their behaviour in all aspects of carrying out their volunteer roles and responsibilities
- Volunteer in good faith and not for an improper or ulterior motive
- Achieve a team approach in an environment of mutual respect, trust and acceptance.
- Maintain a mature, constructive working relationship with courtesy and respect

## Conditions

- DCSI check and National Police check
- Insurance cover will only extend to volunteers of council who are registered and engaged in clearly defined activities that are approved and controlled by the staff representing council.
- Positions have a 12-week probationary period
- Working within the guidelines of this position description and to comply with the relevant policies and procedures for reporting and supervision
- A medical examination may be required
- Abiding by the council Code of Conduct and Confidentiality

Volunteer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_