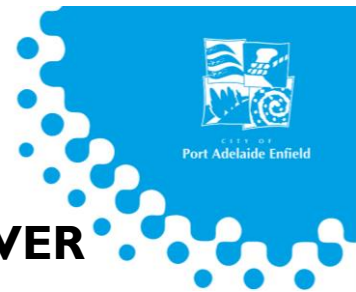


VOLUNTEER ROLE STATEMENT



VOLUNTEER VAN DRIVER / CO-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:

| | | | |
|---------------------------------|---|-----------------------------|---|
| Position Title | Volunteer Van Driver / Co-Driver | | |
| Department & Section | Community Development | | |
| Team | Community Services | | |
| Reporting to | Community Services Support Officer | | |
| | | Prescribed Position: | YES <input checked="" type="checkbox"/> NO <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 assist with transport for frail aged, younger people with disabilities and their carers living independently within the community
- To assist and share driving responsibilities on allocated runs

What does the position do?

- Drive in a safe and responsible manner including courtesy to other drivers on the road
- Assist passengers to access the vans as necessary
- Assist loading of wheelchair into the van, strapping in and unloading when applicable
- Observe and comply with the requirements of the Road Traffic Act and Motor Vehicles Act, all signs, signals and road restrictions
- Report accidents, damage to vehicles or any incidents/problems while volunteering to the Community Services Support Officer as soon as possible and complete a Volunteer Incident Accident Report form within 24 hours.
- Attend Home Support Van Drivers meetings whenever possible
- Liaise with Community Services Support 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 vehicles
- No repeated drink driving convictions
- Good driving record
- Reliable, energetic and responsible attitude.
- Ability to follow directions and instructions
- Ability to work as a team member
- Ability to respect and maintain confidentiality
- Be familiar with the Council's Occupational Health and Safety policy and other policies relevant to the Volunteer Program.
- Successfully complete the Volunteer Programs recruitment and orientation procedure.
- Ability to communicate effectively with the client group, staff, other volunteers and members of the general public
- Good Time Management skills

Experience

- No previous experience required

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

- National Police Check and DHS clearance and reference 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: _____