



Role: Volunteer Community Driver

Aim: To provide access to transport for members of the community who are frail aged, or have a disability, to medical/therapy appointments and day activities.

What does a driver do?: Assists in transporting local residents, utilising vehicles which are owned and/or operated by Community Accessibility. You will enable engagement and encourage independence.

Reporting:

Drivers are requested to report to the Program Service Officer on all matters relating to vehicles, equipment, clients and accessibility issues.

Personal qualities and experience:

- Acceptance of all people
- Good communication skills
- Ability to work with groups and individuals as required.
- Desire to support the local community
- Willingness to help others
- A current driver's licence

Tasks performed:

- Provide safe reliable transport for our client groups to and from their appointments and day activities
- Ensure clients wear seatbelts or other appropriate safety restraints
- Work with a diverse range of people
- Be punctual at all times
- Complete and sign the Driver Checklist prior to the commencement of a run
- Record run details on log sheets
- Ensure vehicles have sufficient fuel to complete the trip and are refueled at the end of the day
- Maintain a positive, welcoming attitude to clients, carers and co-workers, respecting dignity, culture and rights.

Occasional Tasks

- Drive a variety of vehicles
- Collect money from clients
- Use a wheelchair hydraulic lift and tie down wheelchairs.
- Assist clients with collapsible wheelchairs

Location:

Varied. We currently assist in the provision of community transport services in the areas of Bright, Cobram, Mt Beauty, Myrtleford, Numerka Seymour, Shepparton, Yarrawonga, Yea, Wodonga.

Hours/days required:

Most of the services we provide occur between business hours, Monday – Friday. All assistance is welcomed.

Work Health and Safety:

- Wear the safety vest and name badge provided
- Wear closed shoes at all times
- Assist clients with mobility aids and in/out of vehicles

Volunteers Rights and Responsibilities:

- Volunteer drivers have the right to refuse any assignments for whatever reason.
- Please discuss issues as they arise with the Area Manager.
- Inform the Program Support Officer if you are unable to complete an assignment or if you become unavailable
- Maintain a current driving licence and good driving record
- Participate in training as and when required
- Adhere to Community Accessibility's policies and procedures
- Provide the service in a pleasant manner
- Disclose all pre-existing injuries or medical conditions which may affect your ability to fulfil the duties of this position
- Undergo a Police Check and obtain a Working With Children Check (costs will be reimbursed)