

Manly Warringah Pittwater Community Transport

Position Description

Title: Volunteer Bus Assistant

Purpose of position

The aims of the position are to assist the driver and co-ordinator in delivering of our services and insure the comfort and safety of passengers at all times during transit. The position is directly responsible to the bus driver and the co-ordinator.

Duties

Client care

- Assist clients on and off the bus at their homes and at the shopping centre(s)
- Where necessary, assist in loading groceries on and off the bus.
- Assist individual carers and the driver in maintaining the smooth running of the service.
- Assist in operation the wheelchair hoist
- Ensure that seatbelts are worn at all times and clients are travelling in a manner that is safe and comfortable.
- Be patient and sensitive to the needs of the frail and aged and people with disabilities that use the service.
- Assist in other duties as deemed appropriate by yourself, the driver/co-ordinator

Administration

- Assisting driver to collect fares and bring into the office at the end of the shift
- Report to the drivers and office co-ordinator any concerns or needs of clients.

Accountability

- Adhere to Manly Warringah Pittwater Community Transport's policy and procedures
- Take reasonable care of the health and safety of themselves and others
- Co-operate with Manly Warringah Pittwater Community Transport in their efforts to comply with OH&S requirements.
- Uphold Privacy and Confidentiality
- Attend training courses as required

This position description may be reviewed and/or amended in consultation with the management committee