

Manly Warringah Pittwater Community Transport

Position Description

Title: Volunteer Bus Driver

Purpose of position

The aim of the position is to provide a safe and reliable transport service for the clients of the Manly Warringah Pittwater Community Transport.

Duties

Driving Role

- Retain appropriate level of RTA license required to fulfil duties be that in a car or bus
- Ensure that at all times the number of passengers at any one time does not outnumber the legal carrying capacity of passengers
- At all times drive the vehicle in a manner that is safe, appropriate (to the client group) and within the requirements of the Road and Traffic Authority, Department of Transport and any other legislative authority required as per the organisations legal requirements.
- Follow directions provided on the run sheets.
- Ensure seatbelt are securely fitted before undertaking transportation.
- Provide assistance to passengers including the operation of wheelchair restraint systems consistent with the safe functioning of the vehicle.
- Ensure loose items, shopping etc are secured using sage and appropriate restraints.
- 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

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

Accountability

- Adhere to Manly Warringah Pittwater Community Transports 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