

## VOLUNTEER POSITION DESCRIPTION

**Volunteer Position Title:** Bus Driver

**Supervisor:** Community Liaison/Volunteer Development Coordinator

**Hours of Work:**

### Position Description

Bus Drivers are responsible for the transportation of residents between the village and the destination of travel. They assist with seating, securing assistive devices and ensure the safety and comfort of residents while on the outing.

Tasks	Skills and Experience
<ul style="list-style-type: none"> <li>❖ Transport residents from the village on bus outings to parks, picnic areas and local shopping center's</li> <li>❖ Ensure passenger safety and comfort at all times</li> <li>❖ Assist resident with mobility As required</li> <li>❖ Volunteers are requested not to lift the residents but may assist them with their wheelchairs and walking frames</li> <li>❖ Report all accidents or incidents to the Volunteer Development Coordinator and complete relevant forms as soon as possible after the event</li> <li>❖ Register your start time, finish time and any incidents that occur during your time on duty</li> <li>❖ Act in accordance with Multicultural Aged Care Illawarra's policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>❖ A strong commitment to working with older people</li> <li>❖ A current Class C license</li> <li>❖ Understanding and acceptance of residents from culturally and linguistically diverse backgrounds</li> <li>❖ Commitment to Multicultural Aged Care Illawarra's Vision, Mission and Values</li> <li>❖ Ability to work as part of a team</li> <li>❖ Ability to communicate and listen effectively</li> <li>❖ Safe driving record</li> <li>❖ Moderate fitness level</li> </ul>

## Certification

I have read this document and agree to undertake the duties and responsibilities as listed above.

I acknowledge that:

- I understand the requirements of, and am prepared to undertake the duties and responsibilities stated in the Volunteer Position Description,
- The Position Description will be reviewed regularly in consultation with me.

## Volunteer

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

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

## Supervisor

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

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

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

## Insurance Cover

*Volunteers who are undertaking activities approved by Multicultural Aged Care Illawarra staff are covered under Multicultural Aged Care Illawarra's Volunteer Personal Accident Insurance Policy.*

## WH&S Statement

*Multicultural Aged Care Illawarra is committed to providing and maintaining a safe and healthy working environment for all staff, volunteers, contractors and visitors. This commitment is in accordance with the organisation's values and the requirements of the various Work Health & Safety Acts, associated Regulations and Codes of Practice.*