

## Position Description

### Position Details

<b>Position Title</b>	Casual Individual Transport Driver
<b>Department</b>	<b>Community Transport</b>
<b>Position Aim</b>	<b>To provide a safe, reliable and professional transport service for clients of Holdsworth Street Community Centre Woollahra Inc.</b>
<b>Reporting To</b>	Community Transport Manager
<b>Key Relationships</b>	Management Committee of Holdsworth Street Community Centre, Centre Director, Neighbourhood Services Manager, drivers, staff and volunteers, clients and members of the general public
<b>Award Placement</b>	Social & Community Service (State) Award NSW Grade 2, Year 1-4
<b>Position Based</b>	Holdsworth Street Community Centre, 64 Holdsworth Street Woollahra, 2025
<b>Position status</b>	Casual
<b>Hours</b>	Working hours are Monday to Saturday between the hours of 8.00am to 6.00pm according to daily roster based on community demand. Minimum 0.5 hour for lunch after 5 hours of work must be taken time.
<b>Special Requirements</b>	All employees of the Centre must undergo a Police and Working with Children background check All employees of the Centre are required to take up to 2 weeks leave during Centre closure - late December to early January

**Signed by Employee:**

**Date:**

**Signed by Manager:**

**Date:**

**Review Date:**

<b>Position Responsibilities</b>	
<b>Driving Responsibilities</b>	<p>Ensure that at all times the number of passengers at any one time does not outnumber the legal carrying capacity of passengers</p> <p>At all times drive the vehicle in a manner that is safe, appropriate (to the client or group) and within the requirements of the Roads and Traffic Authority, Ministry of Transport and any other legislative authority required as per the organisations legal requirements.</p> <p>Follow directions provided on run sheets</p> <p>Ensure all seat belts are securely fitted on all passengers before undertaking transportation</p> <p>Provide assistance to passengers.</p> <p>Respect traffic signs for safe and secure vehicle parking and use Disability Parking sticker according to conditions for community transport vehicles.</p>
Support Work	<p>Provide assistance to clients accessing the vehicle and ensure safe delivery into the facility they are attending or to their own home, enhancing the door-to-door service offered by the Centre.</p> <p>Where necessary ensure that carers and / or workers are in attendance at destination before departing.</p> <p>Ensure all passengers travel comfortably and safely between destinations</p> <p>Ensure all passengers safely enter or exit vehicle, by being present at the car door while all passengers enter or exit the car and be prepared to offer assistance to prevent falls either foreword or backward.</p> <p>Ensure general welfare of clients is monitored by reporting to the Team Leader /manager any concerns or observations of deteriorating health.</p> <p>Assist passengers with shopping or other baggage, including mobility aids, where necessary within the guidelines set down by the policies of the organisation.</p>
<b>Maintenance and cleaning</b>	<p>Implement Organisational vehicle maintenance and safety policies and procedures and take all necessary precautions to prevent damage to Service Vehicles</p> <p>Ensure the vehicle is safe and tidy before and after each trip, check fuel, oil, water and note bodywork damage as per Organisational procedures and Vehicle Check List</p> <p>Vehicle always must be reasonable clean inside especially windows. Half hour paid work time is allocated for the above purposes after each shift.</p> <p>Ensure all supplies in vehicle are complete and current e.g. First Aid, Spill Kit, 2 umbrellas, street directories, Internal contact list and Breakdown and Emergency Procedures, etc.</p>
<b>Administrative Responsibilities</b>	<p>Complete record sheets of passenger trips and data as required by the Centre</p> <p>Responsible for the collection, correct recording and daily banking of client fee contributions, if required.</p>

	<p>Provide written report on all accidents (including minor vehicle damage)</p> <p>Report informal client feedback both positive and negative e.g. ideas for improving service, comments on service not meeting needs.</p> <p>Inform Manager of clients' special needs, which may be relevant in regards to the clients' future transport needs.</p> <p>Complete documentation as required. This may include, but is not restricted to – time sheets, vehicle Log book, Driver advice Check list, incident/accident report, hazard report, lost/found property report, workers compensation report, vehicle cleaning and maintenance report,</p> <p>Disseminate information as required.</p> <p>When Community Transport service demand is low - assist the Coordinator or Centre based staff in office administration tasks such as phone calls, messages and record keeping as required,</p> <p>Complete, sign and submit timesheet by end of each pay period</p>
<b>Orientation and training</b>	<p>Participate in training, professional development and staff meetings as required</p> <p>Undertake vehicle orientation when required</p>
<b>General</b>	<p>At all times abide by the policies and procedures of the Centre particularly Code of Conduct</p> <p>Promote Community Transport and Centre programs in a positive manner</p> <p>Observe and comply with Occupational Health and Safety standards, requirements and legislations.</p> <p>Be punctual and notify the CT Manager <b>promptly</b> of any inability to work so an alternate driver can be found.</p> <p>Attend work in clean, appropriate clothing and neatly groomed.*Note: Covered shoes must be worn at all times.</p> <p>Other duties related to position as negotiated with the management of the organisation through CT Manager.</p> <p>May be required to transport children.</p>

**Key Attributes**

To be successful in this role, the ideal candidate will have the following skills and attributes:

**Essential:**

Current NSW Class C Driver License or equivalent form other states

Clean driving record – RTA printout is required

Minimum of two years driving experience

At least 25 years of old – insurance requirement

Good orientation and navigation skills and good working knowledge of the Sydney City - Eastern Suburbs area

Previous experience in working with frail, aged people and/or people with a disability and school aged children

Physically fit - medical certificate of fitness required

Good verbal communication and written skills in English

Able to work as part of team,

Calm and courteous manner.

Current First Aid certificate

**Desirable:**

Light rigid(LR) NSW Class license or equivalent

**Key Performance Measures**

The success of this role will be measured by:

Good driving record

Communication with clients, staff and volunteers

Team player participation

Punctuality and responsibility

Vehicle maintenance and cleanliness

Administrative skills – money management,

OH&S response