

## Volunteer Position Description

Program	Community Transport
Volunteer Title	Community Driver Volunteer
Reporting to	Transport Coordinator

**Purpose:** The Community Transport provides safe, careful and responsible transport to older people. The Community Driver Volunteer would be responsible for assisting clients in and out of the vehicles and transporting them from their homes to the destination and back at appointed times. The volunteer would use their own car.

This role will suit someone aged over 18 years old, and who has the following responsibilities.

### Role Responsibilities

- Pick up clients from their homes to drive to appointments and drop them off back home
- Take responsibility for safety, comfort, and welfare to clients for their destination and return.
- Provide feedback on trips to the Transport Coordinator.
- Record Volunteer hours as instructed.

### Qualifications

- Current driver license (C class) with registered vehicle
- Safe Driving record
- Good listening and communicative skills
- Social skills and commitment
- Sensitive to the needs of older people
- Ability to work independently and as part of a team

### Benefits

- Learn new skills
- Be socially active by meeting people and making new friends
- Participate in the available training and workshops for volunteers

**Background Checks**

- National Police check
- Safe driving record and References check (If needed)

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**Commitment**

Minimum 6 months

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**Scheduling**

Weekdays

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**Volunteer Role Location**

Senior Centre at Mosman Council &amp; various locations

**Work Health and Safety Responsibilities: (as per Volunteer Manual pages 10 & 11)**

As a Volunteer of Mosman Council, you have to:

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act).
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to volunteers.
- Participate in training.
- Keep the workplace safe, clean and tidy.
- Cooperate with Site Safety Rules.
- Cooperate with safe work method statements, standard operating procedures and controls.
- Report all incidents, hazards, near misses and injuries to your program coordinator with 24 hours and assist in completing an incident report form.
- Participate in emergency response rehearsals and reviews.
- Wear and maintain provided Personal Protective Equipment (PPE).
- Manual handling.

**Medical conditions:**

- It is the responsibility of the Volunteer to inform Council staff, if at any time you are prescribed medication and/or acquire a medical condition, injury or illness that may affect your ability to perform your volunteering role.
- A medical certificate may be requested before you can begin or resume the volunteer role, which should state any limitations to your capability. The Volunteer Coordinator/Program Coordinator may attempt to adjust the role accordingly, however this may not be possible and you may be referred to a different volunteer position or requested to take time to recover.

**Acknowledgement:**

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Volunteer's Name (printed):.....

Volunteer's Signature:..... Date:.....

Volunteers Office/  
Program Coordinator:..... Date:.....