



Role: Volunteer Driver with own Vehicle

Aim: To provide transport to members of the community who are having difficulties getting where they want to go.

What does the driver do?: Utilise your own vehicle to provide transport to members of your community through the Community Arranged Ride program (C.A.R). You will be enabling engagement and encouraging independence.

Reporting:

Drivers are requested to report to the Program Support Officer on all matters relating to clients, accessibility and incidents.

Personal qualities required:

- Acceptance of all people
- Good communication skills
- Ability to work with groups and individuals as required.
- Desire to support your local community
- Willingness to help others
- Maintain a current driver's licence and have good driving skills.

Tasks performed:

- Provide safe reliable transport in your own vehicle for the target group to and from their appointments and social activities.
- Ensure seatbelts or other appropriate safety restraints are used at all times
- Work with a diverse range of people
- Be punctual at all times
- Complete and sign the Driver Checklist prior to the commencement of a run
- Record run details on log sheets
- Be vigilant about the well-being of passengers but not administer medication
- Ensure vehicle is well maintained with regular servicing.
- Maintain a positive, welcoming attitude to all, respecting dignity, culture and rights.
- Take heed of any relevant information about the passenger as to health, mobility and behavioral issues.

Training:

- Complete a volunteer induction and orientation.
- Participate in additional training when required.

Location:

Varied.

Hours/days required:

Most of the services we provide occur between business hours, Monday – Friday. There may be occasional service requests outside these hours.

Work, Health & Safety

- Wear the name badge provided
- Wear closed shoes at all times
- Assist clients with mobility aids and in/out of vehicles

Volunteers Rights and Responsibilities:

- Volunteer drivers have the right to refuse any assignments for whatever reason or remove from their vehicle any passenger who behaves offensively or is a source of potential risk of harm to the driver or other passengers.
- Inform the Program Support Officer if you are unable to complete an assignment or if you become unavailable
- Only to physically assist clients entering and leaving the vehicle when authorised to do so.
- Adhere to Community Accessability's policies and procedures
- To report to the Program Support Officer if your driving circumstances change
- Provide the service in a pleasant manner
- Disclose all pre-existing injuries or medical conditions which may affect your ability to fulfil the duties of this position.
- Undergo a Police Check and obtain a Working With Children Check (costs will be reimbursed)
- Undergo a 5 year Driver History check.
- Ensure your vehicle has full comprehensive vehicle insurance.