

POSITION DESCRIPTION

Position Title:	Bus Driver
Reports to:	Fleet, Logistics & Warehouse Manager
Direct Reports:	Nil
Business Area:	Supply Chain, Business Services
Primary Location:	Corporate Office, Subiaco and travel to various locations

PURPOSE

The purpose and objective of this position is to be responsible for the safe, careful, and comfortable provision of transport to our clients and their carers; some of whom may have physical and/or cognitive disabilities requiring special handling techniques and care.

VISION, MISSION, AND VALUES

The Bus Driver contributes to Amana Living's Vision, Mission, and Values.

VISION A community where every older person is honoured and valued.

MISSION Together, we enable older people to maintain their individuality, providing what is needed to support a fulfilling life.

VALUES

- Compassion** We act with kindness, empathy, and respect to foster a community of caring
- Collaboration** We work together, so every person's contribution advances our common purpose
- Curiosity** We are determined and creative in finding ways that deliver great outcomes
- Inclusion** We celebrate diversity, ensuring everyone is welcomed and treated equitably
- Trust** We take our responsibility seriously and are worthy of the trust placed in us

AGED CARE CODE OF CONDUCT

Aged care workers are covered by the Code of Conduct for Aged Care. The Code sets out how approved providers (Amana Living) and their workers (Amana Living staff) and governing persons must behave and treat consumers when providing aged care services, and strengthens protections for older Australians against unsafe, poor-quality aged care services.

Amana Living expects all staff covered by the Aged Care Code of Conduct to comply with Code and all remaining staff to provide care and/or service that is safe and respectful and to behave in a way that is in keeping with the Code.

WORK HEALTH AND SAFETY

The Bus Driver is required to take reasonable care for their own health and safety and the health and safety of other persons at the workplace. Throughout their employment they must comply with any reasonable instructions, policies and procedures relating to health and safety at the workplace.

KEY DUTIES AND RESPONSIBILITIES

CORE RESPONSIBILITIES	KEY TASKS AND DUTIES
Client Service	<ul style="list-style-type: none"> • Driving Amana Living clients and staff/carers in a safe and careful manner • Remaining alert and aware of the safety and comfort of clients at all times • Assisting staff with clients during outings; providing courteous and caring customer service
Safety	<ul style="list-style-type: none"> • Ensuring that seat belts and mobility equipment such as wheelchairs, walking frames and walking sticks are securely positioned • Remaining mindful of your own health and safety and how this impacts on your responsibility to care for your passengers
Vehicle Maintenance and Planning	<ul style="list-style-type: none"> • Ensuring the cleanliness and tidiness of the bus on a daily basis • Performing and recording daily pre-start vehicle checks and weekly vehicle checks • Performing minor vehicle maintenance requirements • Notifying Fleet Management of scheduled service and maintenance requirements and concerns • Preparing and planning efficient travel routes; proactively anticipating traffic, parking, and building encumbrances
Relationship Management	<ul style="list-style-type: none"> • Maintaining open and respectful communication in the workplace with all staff and colleagues • Actively engaging and working collaboratively with other team members to encourage social interaction and positive and enjoyable outings. Acting in compliance with Amana Living's Occupational, Health and Safety policies and procedures.
General	<ul style="list-style-type: none"> • Complying with Amana Living policies and procedures. • Attending and actively participating in compulsory training sessions and staff meetings as required. • Contributing to the continuous improvement of own work practices.

KEY OUTCOMES

- To deliver a safe and enjoyable experience for clients and residents that supports the promotion of independence and social wellbeing
- Every interaction with the client is tailored to their individual needs, and adaptive to changing needs.
- Demonstrate personal attentiveness and sensitivity in a manner when dealing with residents and staff
- Exhibits professional, empathetic, and caring behaviour towards residents and staff
- A clean and functioning vehicle, with safely stowed items that can be easily accessed.
- Professionally presented with a welcoming and respectful social and communication style, that supports a friendly and welcoming atmosphere and a positive social vibe.
- Through attentiveness to compliance, training and continuous improvement, the highest standards and level of service are maintained.

SELECTION CRITERIA

SKILLS, KNOWLEDGE & ABILITIES
Demonstrated experience working with vulnerable people, including an understand of dementia and behaviours
Senior First Aid Certificate and CPR certificate or willingness to obtain these certifications
Basic to intermediate computer skills that enable the use of emails and internet
Demonstrated good verbal, written and interpersonal communication skills
Proven organisational and time management skills

ESSENTIAL REQUIREMENTS
National Police Clearance Certificate (no older than 6 months) or NDIS (Worker's Screening) Check
Proof of current influenza and Covid-19 vaccinations as per Amana Living policies
Possess a valid "MR" Medium Rigid heavy vehicle class driver's licence with Passenger Transport Driver Authorisation (PTD)
Passenger transport driver authorisation
Successful completion of pre-employment medical

ATTRIBUTES & ATTITUDES
Professional, friendly and cheerful personality and a patient and courteous manner

Physically active and alert disposition
Possess a good driving record and a safe and careful driving manner
Professional presentation and proactive attitude
Ability to work independently and as a member of a team
Highly ethical with a focus on community contribution

KEY PHYSICAL REQUIREMENTS:

The work undertaken by a Bus Driver involves fairly constant physical activity varying from low to high intensity but predominantly of low-medium intensity. Physical requirements of the role would include assisting passengers to board and alight from the bus, ensure secure seating, and the lifting and securing mobility equipment. The ability to perform the following physical requirements are required:



Lift up to 10kg between waist and floor height, occasionally lift up to 10kg above shoulder level, carry up to 10kg over short distances, occasionally push and pull of wheelchairs when assisting clients in and out of the bus or destination.



Alternation between seated, standing and walking activities, with the ability to maintain a crouched/kneeling position with a slight to moderate degree of lumbar flexion for a few minutes at a time. Such activities would involve assisting clients with mobility, taking clients on the bus to/from their home, destination or activity area.