

Volunteer role description

Bus Driver

Department	Community Programs
Availability	At least 5-6 hours per week
Location	Cairns Wellbeing Centre, Pat Gosper Place
Category	Working in our Services and Programs

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

The Cairns Wellbeing Centre provides quality, affordable accommodation in an inclusive, healing, safe, and culturally appropriate environment for people from regional and remote areas accessing health services in Cairns.

The volunteer bus driver is responsible for transporting people around Cairns to various medical appointments, airport transfers and other relevant transport needs as required.

The suitable applicant is required to commit to at least 5-6 hours per week.

Role responsibilities

- Collect bus keys from nominated person at Cairns Wellbeing Centre at prescribed time and complete vehicle check paperwork.
- Check bus manifest regularly for scheduled appointments and communicate with front office team.
- Transport guests to/from appointed locations around Cairns including medical appointments, airport transfers and shopping errands as required.
- Refuel bus as needed and complete vehicle log book accurately.
- Return bus to Red Cross car park, keys and mobile phone to nominated person within prescribed time.
- Report any mechanical/maintenance issues to supervisor.
- Comply with Queensland Road Safety regulations and ensure compliance with Red Cross policy concerning use of Red Cross vehicles.

Knowledge, skills and experience

- Current open driver's license and clean driving record
- Sound knowledge of road rules and confidence in driving a mini bus
- Commitment to ensuring safety of passengers
- Well developed organisational skills and ability to work independently
- Must be reliable, punctual, have a happy and patient disposition

-
- Ability to engage with a broad range of culturally diverse clients, including Aboriginal and Torres Strait Islander people
-

Check requirements

- A National Criminal History Check prior to commencement and renewed every three years (Red Cross will arrange this)
 - Working with Children's Check relevant to your state / territory location
 - Reference checks as required
-

Learning and development

- Complete Red Cross online learning modules as required
 - Attend Red Cross Volunteer Induction and ongoing training as required
 - Attend scheduled volunteer meetings, a minimum of two per year
-

General conditions

We act always in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
