

# Volunteer role description

## School Transport Driver

<b>Department</b>	<b>Social Inclusion</b>
<b>Availability</b>	<b>Minimum 4 hours per fortnight</b>
<b>Location</b>	<b>Port Pirie</b>
<b>Category</b>	Working in our Services and Programs

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

### Role purpose

Assisting with the delivery of the Transport program under the National Disability Insurance Scheme (NDIS), volunteers support participants by transporting them to school in the morning and afternoon, thereby helping to reduce the impact of living with a disability on participants' families and promoting social inclusion for the young person.

### Role responsibilities

- Drive vehicle consistent with the SA Road Traffic Code. A probationary period of 4 weeks is required.
- Pick up and transport participants to school in accordance with the daily schedule.
- Adhere to transport communication processes, using mobile phones and Bluetooth where required.
- Ensure a safe, courteous and respectful transport experience for the participant and their families.
- Assist participant with lightweight mobility aids where required.
- Record and maintain vehicle safety, presentation, cleanliness and log book.
- Ensure there is no smoking or food consumed in the vehicle.
- Maintain participant confidentiality, dignity and privacy at all times.
- Report any concerns around participant safety, while maintaining privacy and confidentiality.

### Knowledge, skills and experience

- Excellent driving record and understanding of Road Traffic Regulations
- Able to demonstrate empathy for participants with a disability and their families.
- At ease working independently or as part of a team to share the workload.
- Basic admin skills and knowledge of Microsoft Office including email
- Ability to read maps, street directories or GPS navigation equipment and software.
- Ability to understand schedules and coordinate appointments

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### Check requirements

- Current SA Driver's License or equivalent
- 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 (Red Cross will arrange this)

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### Learning and development

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

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### 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**

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