

# Volunteer role description

## Bus Driver – Bowen Hills

Department	Regional Services
Availability	1 day per week 9am to 3:30pm
Location	Jeays Street Community Centre
Category	Contributing to our operational work

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

### Role purpose

The volunteer bus driver, driving a Red Cross 8 seater van, is responsible for transporting people from the Jeays Street community to nearby locations on a weekly basis. He/she will be expected to comply with Queensland Road Safety regulations and to ensure compliance with Red Cross policy concerning use of Red Cross vehicles. The volunteer bus driver is required to commit to at least 3.5 hours per week.

### Role responsibilities

- Collect bus from Red Cross car park and keys from nominated staff person at Park Rd Milton at prescribed time (8.30am) and complete vehicle check paperwork
- As directed, collect community members from appointed pick up point at 12 Jeays St Bowen Hills
- Drive passengers to nominated shopping complex
- Return passengers to appointed set down point
- Refuel bus and complete vehicle log book accurately
- Return bus to Red Cross car park and keys to nominated person Park Rd Milton within prescribed time (12 midday)
- Complete vehicle check paperwork and report any mechanical/maintenance issues to supervisor

### Knowledge, skills and experience

- Current driver's license and clean driving record
- Sound knowledge of road rules
- Experienced and confident driving a mini bus
- Commitment to ensuring safety of passengers
- Well developed organizational skills and ability to work independently
- Reliability and punctuality
- Willingness to engage with people from a variety of backgrounds
- Approachable manner and well developed interpersonal skills

### Check requirements

- A National Criminal History Check prior to commencement and renewed every three years (Red Cross will arrange this)

### 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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- Participate in Indigenous Cultural Competency Training

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**General conditions**

We act always in accordance with the Australian Red Cross Ethical Framework 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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