



Red Cross acknowledges  
the Traditional Owners  
of this land, their ancestors  
and Elders, past and present.

the  
power of  
humanity



# Volunteer role description

## Transport Driver

<b>Department</b>	Social Inclusion
<b>Availability</b>	Weekdays – hours are flexible
<b>Location</b>	Murray Bridge
<b>Category</b>	Working in our Services and Programs

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

#### Role purpose

Red Cross provides a door to door transport service for people who are elderly or have a disability and have no means of transport to urgent medical appointments. The Transport Driver will drive the participants according to the service schedule.

#### 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 their appointments in accordance with the daily schedule
- Ensure a safe, courteous and respectful vehicle transportation
- Assist participants with lightweight mobility aides such as walking sticks, frames, crutches etc
- Collect trip fees or donations from participants and issue receipts
- Maintain participant confidentiality, dignity and privacy at all times
- Report any concerns or issues, at the same time, protecting the clients privacy
- Use transport communication systems including an office or your own mobile phone and blue tooth - Adhere at all times to the trip schedule provided
- Record and maintain a log book
- Inspect vehicle prior to commencing each trip
- Maintain the presentation and cleanliness of the vehicle

#### Knowledge, skills and experience

- Excellent driving record and understanding of Road Traffic Regulations
- Show empathy for the mature aged, disadvantaged and socially isolated clients
- 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 and use maps, street directory's or GPS navigation equipment

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- Ability to understand schedules and coordinate appointment
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#### Check requirements

- You are between the ages of 25 to 60 years to comply with current Australian Government's advice to ensure the health and safety of our elderly community members.
  - 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 - DCSI Child Related Employment (Red Cross will arrange this) \
  - Volunteer Driver Accreditation Program (VDAP) It includes, Medical assessment, Driving Assessment and First Aid training (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
  - 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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