

Volunteer role description

Transport Driver

Department	Social Inclusion
Availability	Week days, hours are flexible
Location	Port Pirie
Category	Working in our Services and Programs

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

Role purpose

Having good social connections are essential for all aspects of health, especially as we age. Red Cross supports older people who live alone or who have few social connections, people with a disability and people recovering from mental illness to help improve their wellbeing. The service places particular emphasis on providing a service dedicated to increasing social connectedness within the community thus ensuring participants are able to access personal, social or community functions.

The Transport Driver volunteer provides a door to door transport service for people who are elderly or have a disability and have no means of transport to non-urgent medical appointments or social outings.

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. Adhere to the trip schedule provided
- 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
- Record and maintain a log book
- Inspect vehicle prior to commencing each trip
- Maintain the presentation and cleanliness of the vehicle
- Ensure there is no smoking or food consumed in the vehicle

Knowledge, skills and experience

- Excellent driving record and understanding of Road Traffic Regulations

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- Able to demonstrate empathy for the mature, aged, frail, disadvantaged and socially isolated clients
 - At ease working independently or as part of a team to share the workload
 - Ability to read and use maps, street directory's or GPS navigation equipment
 - Basic administration skills and knowledge of Microsoft Office including email
 - Ability to understand schedules and coordinate appointments
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Check requirements

- A National Criminal History Check prior to commencement and renewed every three years (Red Cross will arrange this)
 - Current SA driver's license or equivalent
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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
