



# Volunteer Role Description

## Van Driver

You will work with the Caring Neighbourhood Program (CNP) staff and other volunteers to support socially isolated people in the community. The program provides social opportunities that are based on companionship and friendship to enable people who are socially isolated through ageing or degenerative conditions to make meaningful connections within their local community.

### **Job Role(s):**

#### **Van/Bus driver & host for group program**

Driving Van/bus to transport people for social program/s and foster a friendly and inclusive environment to enable social connections between those in the group.

The CNP staff will provide the relevant information of involvement, the time and regularity of the commitment required for each group. Depending on the need, you may be able to assist with more than one group program.

### **Key tasks (may include):**

- Plan route for pick up/drop off of attendees
- Phone attendees of group program to arrange time for pick up
- Liaise with van/bus assisting volunteer and work as a team.
- If driving a Southern Communities Transport vehicle, Collect keys from office and check vehicle prior to trip outing
- If driving a hired vehicle, collect keys and vehicle from the Vehicle Company and check vehicle prior to outing.
- Transport attendees of group, build rapport and support any specific needs of the attendees
- Inform staff immediately of any people who don't respond to the door on pick up.
- Inform CNP staff of any cancellations, issues or incidents at the program
- Collect transport money
- Distribute name badges and keep a record of attendees
- Assist with ordering lunch and drinks for a small group
- Log time and expenses each month using the form provided.
- Attend regular meetings to contribute ideas and feedback about the program and its activities

### **Benefits to the volunteer:**

- Meeting new people
- Networking with other volunteers and your community
- Learn new skills and knowledge
- Contribute to the well-being of older persons in the community

### **Essential requirements:**

- All CNP volunteers require a current Police Screening. This can be arranged through the CNP coordinator after an interview, and will be updated when required.
- Attend CNP and City of Victor Harbor Induction training.
- Attend mandatory training every 2 years  
Including – Driver Accreditation, Driver Awareness, Manual Handling Training
- Hold a relevant South Australian drivers licence for the required vehicle
- Provide a Medical Clearance to drive, signed by a medical practitioner

### **Desirable Characteristics:**

- Attend desirable training as per CNP training calendar. EG: Dementia awareness, Grief and Loss, Professional Boundaries.
- Be interested in people who are unable to maintain social connections
- To be empathetic of clients issues and needs
- To ensure that client information remains confidential
- To have capacity to be committed yet flexible
- To respect differences in cultures, abilities and backgrounds
- Have an open communication style
- To be patient and a good listener.
- Able to work as part of a team

### **Work Health and Safety**

The person will need to:

- Participate in an orientation process.
- Be aware that Council has Work Health and Safety policy and procedures.
- Ensure personal adherence to the Work Health and Safety Act.
- Take reasonable care to protect his/her own health and safety at work.
- Contact supervisor if they are unwell to minimise spread of any infections from volunteer to others.
- Ensure that they do not endanger any other person through any act or omission at work.
- Ensure that correct use is made of all equipment provided for health and safety purposes.
- Obey all instructions to protect their own personal health and safety and the health and safety of others.
- Ensure that if they are transporting passengers in a vehicle, they must have no alcohol or illegal drugs in their system.
- Be aware of Council's accident reporting procedure and report all accidents or incidents to CNP staff.
- Be aware that Council has a Code of Conduct Policy and that the volunteer has a responsibility to ensure that their behaviour is appropriate at all times.

**To find out more about the role and have an informal chat,  
please call the Caring Neighbourhood Program on 08 8551 0544.**

