

Volunteer Role Description

Your Details

First Name:		Surname:	
Role:	Community Passenger Network Driver Volunteer		
Volunteer Program/s:	Southern Communities Transport Scheme		
Department:	Community & Development		
Staff Only	Record No:		

Southern Communities Transport Scheme

The aim of a Community Passenger Network (CPN) is to ensure that all frail, aged, people with disabilities and transport disadvantaged South Australians can access services, facilities and social activities that enable them to participate to a greater degree in the life of their community. The role of a CPN is to: provide information on transport services available in the region, coordinator referral and brokerage of transport services, coordinate the changing of appointments and transport trips on behalf of clients, and provide and coordinate volunteer driver transport.

Role Overview – Community Passenger Network Driver Volunteer

The Community Passenger Network Driver Volunteer actively participates within a CPN by providing transport assistance.

Location

The Southern Communities Transport Scheme has clients throughout the Fleurieu Region and provides transport locally and into the metropolitan area.

Key Employee Relationships

The Volunteer Program Coordinator will provide day to day support and supervision. Volunteer Program Coordinators and Program staff have responsibilities to provide support and supervision of their volunteer programs to ensure successful outcomes for both volunteers and employees.

Time Commitment

The Southern Communities Transport Scheme service is provided Monday to Friday with hours determined by clients' needs (which can range from 5 am to 5 pm). Regular updates on your availability are essential to plan schedules for our clients.

Key Activities

- Transport clients to appointments or activities in accordance with a daily schedule as provided by the CPN Coordinator or its delegate.
- Provide a competent and high-quality transport service demonstrating reliability and honesty.
- Service delivery to be undertaken in accordance with Southern Communities Transport Scheme policies, procedure and guidelines as per CPN Manual.
- Report to the Southern Communities Transport Scheme Coordinator or its delegate any concerns or issues related to the ability to deliver services as well as any concerns relating to clients.
- Record and maintain required statistics e.g. kilometres, donations etc, including receipting and delivery of donations and fees.
- Maintain vehicle presentation and cleanliness.

Benefits of the Role

- Meeting new people and making a positive difference in their lives.
- Develop new social networks with staff, volunteers, community members and clients.
- Apply existing knowledge and skills.
- Opportunity to learn new skills and increase knowledge.
- Training and personal development opportunities.
- Friendly supportive environment.
- Contribute to the well-being of transport disadvantaged persons in the community.

Skills, Knowledge, Experience and Qualifications

- Hold a current, unrestricted Australian drivers licence – minimum Class C. Full car licence held more than 12 months.
- Excellent driving record, competent driving ability and demonstrated knowledge and understanding of Australian Road Rules, Road Traffic Act and any other relevant legislation.
- Ability to read and use maps and street directory.
- Ability to understand schedules and coordinate appointments.
- Good organisational skills with an ability to set deadlines and prioritise workloads.
- Possess excellent verbal communication and interpersonal skills.
- Demonstrate empathy for people who are frail, aged, disadvantaged or with disabilities.
- Ability to work alone and within a team environment.
- Provide clients respectful and courteous door to door service, throughout the service delivery process.
- Understanding of the vision of the City of Victor Harbor.
- Understanding of the principles of Work, Health and Safety and of Equal Opportunity.
- Understanding of the City of Victor Harbor Volunteer Policy and Volunteer Code of Conduct.

Mandatory Requirements

- Adherence to City of Victor Harbor Safe Environment Policy including the following screening checks: Working with Children Check, Aged Care Sector, Vulnerable Person and National Police Check.
- Attendance at Manual Handling, Driver Awareness and First Aid training.
- Undertake and pass the Volunteer Driver Accreditation Program.
- Evidence of current COVID-19 Vaccinations.
- Participate in Rapid Antigen Testing (RAT) as per State Government requirements.
- Parent (or guardian) consent required for volunteers under 18 years of age.

Training

As a Council volunteer you will be required to participate in the following sessions to ensure you are appropriately prepared for your role:

- City of Victor Harbor Volunteer Induction (preferably prior to commencing your volunteering role).
- Site specific and role specific program induction, including specific Work Health & Safety training.
- “On-the-job” training specific to volunteer role.
- COVID Awareness will be included as part of your induction and some programs will require you to complete an online COVID Marshal or COVID-19 Infection Control training course.
- Review COVID Safe Plan for volunteer program.
- Attend mandatory training and any other specified training opportunities.
- Attend regular meetings to contribute ideas and feedback about the program and its activities.

Council will endeavour to provide flexible training options, however where essential training and refreshers are required, attendance is compulsory to ensure that we continue to provide a safe environment for our volunteers and clients.

Your Responsibilities

- Work within the guidelines provided by this role description.
- Take reasonable care for your safety and the safety of others.
- Attend regular meetings and training deemed to be essential for your role.
- Be reliable in keeping appointments.
- Comply with all policies, procedures, guidelines and instructions relevant to your role.
- Adhere to the City of Victor Harbor’s Code of Conduct which incorporates volunteers.
- To understand and have a respect for confidentiality.
- To accept direction and supervision from the Volunteer Program Coordinator and Program staff.

Work Health and Safety

Under the Work Health and Safety Act volunteers are defined as ‘workers’ and included equally with employees, contractors etc in all matters relating to Work, Health and Safety. Volunteers are equally responsible for the care of their own health and safety and that of others at their work place. Volunteers of the City of Victor Harbor must:

- Follow all established policies and procedures of Council which apply to the tasks you have volunteered to perform.
- Have an awareness of Hazard Profile and Risk Assessment documents, follow Safe Operating Procedures and use Personal Protective Equipment as advised by the Volunteer Program Coordinator.
- Report hazards to supervisors to minimise and control risk.
- Report immediately (or as soon as practicable) any near miss, incident or injury which arises in the course of your volunteer duties.
- Adhere to Council’s commitment to a smoke free workplace and agree to refrain from smoking in or around Council owned offices and buildings, within Council-owned vehicles or around minors.

Code of Conduct for Volunteers

The Code of Conduct for Employees Policy details the standards expected of all volunteers whilst volunteering with City of Victor Harbor, and includes the rights and responsibilities of both volunteers and the organisation.

Feedback and Support

- A 3-month probationary period is required to ensure that you settle in well and the role is right for you.
- Your Volunteer Program Coordinator will provide regular support and guidance to make sure you are getting the most out of your volunteering. This will be supported by the relevant Program staff.
- To evaluate the volunteer program and your role within it, your Volunteer Program Coordinator will engage you in an annual catch up to share feedback regarding your volunteering experience, training, support and future.

I have read and understand this Volunteer Role Description and agree to abide by the conditions outlined.

Volunteer Signature	Date
Parent Guardian (if under 18 years)	Date
Volunteer Program Coordinator Signature	Date