

# Volunteer Position Description



**Title:** Rockingham Connect Volunteer Driver

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## Position Objectives

To provide volunteer driver services to the Rockingham Connect Community Transport service.

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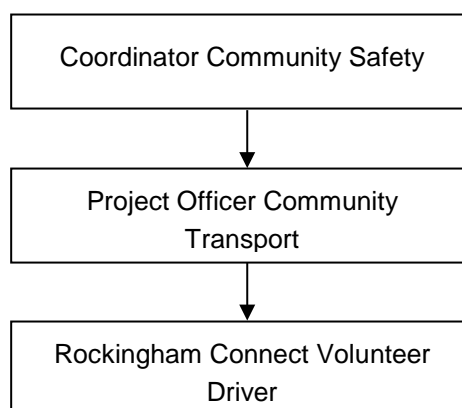
## Organisational Relationships

Reporting to: Project Officer Community Transport

Responsible for: Nil

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## Organisational Chart



## Key Responsibilities

### Driving

- Follow all road rules when driving the bus to ensure all clients and volunteers are safe
- Collect/Return clients as directed by Project Officer Community Transport
- Record details of journey on paper work provided
- Refuel the bus as required ensuring there is always at least half a tank remaining before returning to Autumn Centre
- Check vehicle on return to the Autumn Centre, returning lost property and reporting any damage to Project Officer Community Transport
- Where possible provide a minimum of 24hours notice when unable to attend a rostered shift.
- Follow established procedures

### General

- Undertake training and development as required
  - Attend Volunteer meetings as required
  - Maintain safe work practices in accordance with Occupational Safety and Health legislation and Council policies
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## Requirements of the Job

### Qualifications, Certification and Licences

“C” or “C-A” class driver’s licence

National Police Clearance (provided by City of Rockingham)

### Experience

Previous experience driving a mini-van or a vehicle other than a car is desirable

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