

Volunteer Role Statement

Volunteer Driver

Overview of the role

The Rockingham Connect Community Transport Service (RCCTS) provides door-to-door transport for eligible residents living in the City of Rockingham. The service operates two mini-vans, one of which is wheelchair accessible.

The RCCTS collects eligible clients from their homes and transports them to their chosen destination. Clients are then collected from a specific departure point at a predetermined time and taken home again. Transport is not available for individual medical appointments.

The RCCTS operates with the support of dedicated volunteers. To enable the service to grow and meet the needs of our clients and community, new volunteers are always welcome.

Role details

Work Type:	Voluntary
Location:	Various within the City of Rockingham, base at Autumn Centre
Hours and days per week:	Up to three hours shifts
Start Date:	Various
End Date:	Various
Number of positions available:	TBC

Key Responsibilities

- Provide safe transportation of clients to or from their home or other destinations in accordance with RCCTS guidelines and procedures, while abiding to all road rules.
- Provide assistance to Transport Assistant to complete all RCCTS documentation in the required timeframe.
- Refuel the vehicle in accordance with the RCCTS Volunteer Handbook.
- Manage client enquiries and provide appropriate information or redirect to Rockingham Connect office as required.
- Look after the City vehicle by conducting regular inspections and reporting any damage if required.

Essential Qualifications, skills, attributes and qualities

Essential

- National Volunteer Police Check
- Current “C” or “C-A” class driver’s licence
- Great communication and interpersonal skills
- Reliable

- Able to work autonomously and as part of a team
- Ability to follow instructions and procedures

Desirable

- Possession of current 'Provide First Aid HLTA1D003'
- Previous experience driving a mini-van or other similar passenger vehicle
- Previous experience working with the community, either in a paid or volunteer capacity

General

- Friendly and positive outlook
- Ability to perform in high stress situation
- Must be a City of Rockingham resident
- Induction and training provided.

Physical attributes required

Essential

- Ability to sit in in the driver seat for a period of time (up to two hours).
- Ability to lift up to 8kg (occasionally).

How to apply

Request a Volunteer Application Form from customer@rockingham.wa.gov.au or 9528 0333.