



Volunteer Position Description

Volunteer Position Title	Community Bus Driver Volunteer
Program/Business Unit	5-7 Mahogany Ave, Midtown Macquarie Park, NSW, 2113
Position Purpose	To provide safe and reliable transportation services to the community, ensuring residents have access to essential services, activities, and events.
Reporting to	Kyle Wiebe – MAH Community Development Manager
Position responsibilities	<p>Safe Transportation:</p> <ul style="list-style-type: none"> Operate the community bus safely and in compliance with all relevant traffic laws and regulations. Ensure the well-being of passengers by adhering to safety protocols, including securing wheelchairs and assisting passengers with boarding and disembarking. <p>Scheduled Transport Services:</p> <ul style="list-style-type: none"> Execute scheduled routes to transport residents to essential services, such as medical appointments, grocery shopping, or community events. Maintain punctuality to ensure residents can rely on the service. <p>Passenger Assistance:</p> <ul style="list-style-type: none"> Provide assistance to passengers, particularly those with mobility challenges, by ensuring they are safely seated and secured during the journey. Show patience and empathy when dealing with passengers who may require extra support. <p>Communication:</p> <ul style="list-style-type: none"> Maintain open and clear communication with passengers, addressing their needs and concerns. Coordinate with the community's administrative staff to keep them informed about transportation schedules and any changes. <p>Record Keeping:</p> <ul style="list-style-type: none"> Maintain accurate records of passenger manifests, schedules, and any incidents or issues during transportation. Share relevant information with the community's administrative team. <p>Professional Conduct:</p> <ul style="list-style-type: none"> Uphold a professional and respectful demeanour while representing the community during transportation services.



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	<ul style="list-style-type: none">• Be always courteous and patient with passengers. <p>Emergency Response:</p> <ul style="list-style-type: none">• Be prepared to handle emergency situations, such as accidents or medical incidents, by following established procedures and seeking assistance as necessary. <p><i>These responsibilities are crucial for a Community Bus Driver Volunteer to provide a reliable and safe transportation service that enhances the well-being and accessibility of the community's residents.</i></p>
Commitment Requested	<p>TBD</p> <p>A minimum 3 month commitment is requested.</p> <p>Mission Australia is committed to Volunteering Australia's National Standards for Involving Volunteers. Hence the engagement of ongoing volunteers is generally restricted to a maximum of 16 hours per week.</p>
Training Provided	<p>The volunteer will be provided with an induction and orientation to their workplace and to Mission Australia including a detailed Workplace, Health & Safety briefing.</p> <p>Role specific briefing will be provided along with regular supervision as per MA's Supervision Policy.</p>
Position requirements (Skills, qualifications & experience)	<ul style="list-style-type: none">• Safe driving skills with a good driving record• Experience in operating similar vehicles (Toyota HiAce Commuter 6m length)• Online driver training• Friendly disposition and person centred approach• Ability to actively support Mission Australia's purpose and values• Ability to work in accordance with Mission Australia policies and procedures
Background Checks & Requirements	<ul style="list-style-type: none">• Mandatory National Police History Check• Working with Children Check/Working with Vulnerable People



Volunteer Applicant Declaration

You and your Mission Australia manager, or delegate, have discussed, read and understood this Volunteering Position and agree that you will work within the position responsibilities detailed.

You understand and agree that the position you are undertaking at Mission Australia is a voluntary position and you are under no obligation to attend or perform the responsibilities requested of you by Mission Australia. As this is a voluntary position, you understand and agree you will not be paid for any help and/or support you provide Mission Australia when undertaking the position responsibilities and other tasks undertaken as requested.

Volunteering at Mission Australia is dependent on the results of background checks that are detailed in this volunteer position description. Mission Australia reserves the right to prohibit an individual from volunteering if background checks are not to the organisation’s satisfaction.

In addition, you are required to provide full and up to date disclosure to Mission Australia in respect to any matter which may affect your capacity to perform the duties associated with the position and in this regard but not limited to, the capacity to interact with children and vulnerable people, and deal with sensitive financial or personal information.

Mission Australia is committed to keeping children and young people safe with zero tolerance of harm or abuse, and expect all our employees and volunteers to reflect this commitment.

Volunteer Applicant Declaration	Mission Australia Manager (or Delegate)
Name:	Name:
Date:	Date:
Signature: <input type="text"/>	Signature: <input type="text"/>