



South Port Day Links is a community-based not-for-profit organisation that is managed by an elected Committee of Management. Working through volunteers and students, we provide a number of services aimed at keeping people in touch with the community and enhancing their quality of life. By utilising the skills of volunteers we link people to information, to other people, to local services, activities, programs and their community.

Position Title – Volunteer Driver

Position Objective:

To provide supported door-to-door transport for people who are frail aged or have a disability, or those that care for them in a safe, reliable and efficient manner to meet client needs.

Key Responsibilities and Duties:

- Transport passengers safely, and provide assistance as appropriate
- Encourage social interaction among vehicle passengers
- Complete transports as scheduled, and liaise with Coordinator or Community Transport Administration staff in relation to any variations or issues that arise.
- Record financial and operational data at end of shift
- Comply with relevant road laws and regulations and general safety standards, including reporting injuries and vehicle damage or malfunction to the Coordinator or Community Transport Administration staff
- Adhere to all relevant SPDL policies and procedures
- Participate in SPDL training and team activities
- Notify the Coordinator or Community Transport Administration staff of any matter that limits you in undertaking these duties

Organisational Relationships:

| | |
|---------------------------|--|
| Reports to: | Coordinator |
| Supervises: | Trainee volunteer drivers |
| Internal Liaisons: | Other volunteers CT Administration Service Users |
| External Liaisons: | Staff of other community organisations, businesses and services in the course of delivering or collecting the client |

Accountability and Extent of Responsibility/Judgement and Decision Making:

The volunteer driver:

- Is accountable to the SPDL Coordinator for the conduct and completion of tasks
- Is responsible to work in a manner that complies with relevant legislation (eg. Privacy/Antidiscrimination/OH&S) and relevant SPDL's policies and procedures
- Is responsible to execute his/her duties and behave in a manner that promotes and maintains the excellent reputation and image of SPDL

Specialist Skills and Knowledge:

The volunteer driver will:

- Possess or develop understanding of the needs of people who are frail aged, have a disability or have mobility issues, and those that care for them

Management Skills:

The volunteer driver will have the ability to:

- Ability to establish priorities and use time efficiently
- Ability to set and maintain boundaries

Interpersonal Skills:

The volunteer driver will

- Possess good listening and communication skills

- Possess a caring attitude that demonstrates respect and patience in dealing with others
- Be a trustworthy team member with a strong sense of responsibility and reliability
- Have a commitment to the rights of others to have their personal information treated as strictly confidential

Qualifications and Experience

The volunteer driver will have:

- Current Victorian drivers licence, with safe driving history and attitude - ideally using a range of vehicles
- Demonstrated understanding of manual handling techniques and, if appropriate, experience with wheelchair hoists and restraint systems
- Experience in and understanding of the special needs of older people and those with a disability including those from CALD communities
- Ability to respond appropriately to emergency situations

Conditions Of Volunteer Work:

- SPDL adheres to the Model Code of Practice recommended in the *National Standards for Involving Volunteers in Not-For-Profit Organisations* by Volunteering Australia.
- The position of DayLinks driver is voluntary
- An allowance of \$5 per half day (4 ½ hours) may be made
- Willingness to provide a medical certificate annually, if more than 75 years of age, stating fitness to transport clients
- The volunteer driver will wear ID provided by SPDL when carrying out these duties
- Volunteer drivers should expect regular support and contact from the coordinator

Key Selection Criteria:

The volunteer driver will have a:

- Current Victorian Driver's licence and a proven safe driving history and attitude preferably driving a range of vehicles
- Willingness to undertake a criminal records check
- Willingness to take instructions
- Willingness to undertake ongoing training
- Willingness to sign a volunteer work agreement