

Volunteer Position Description

Position title	Bus Driver Night Owl Youth Program.
Organisation name	Knox City Council
Our values	<p>Integrity: Adherence to moral and ethical principles; being honest and trustworthy, and being authentic.</p> <p>Teamwork: Cooperative or coordinated effort on the part of a group of people acting together in the interests of a common cause.</p> <p>Innovation: A change that adds value.</p> <p>Service Excellence: Quality work performed for or on behalf of others.</p> <p>Enjoying Work: Achieving satisfaction and a sense of wellbeing from work</p>
Location of position Wheelchair accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carrington Park Leisure Centre, Knoxfield
Start date	During Term dates as advertised
End date (if short-term assignment)	During Term dates as advertised
Hours and days required per week (if applicable)	6 pm to 11.30pm Friday evenings as advertised. Some tasks such as returning buses will need to be done outside of the program activity times.
Reports to	Transport Coordinator on the evening. The bus driver will work with and be supported by bus monitors whom will travel on the bus. Knox City Council's staff member in attendance will provide guidance and support as required.

<p>Role objective</p>	<p>The role of the Bus Driver is to provide safe transport home for participants each tournament night.</p> <p>The program participants are local young people 12-18 years old who may be disengaged, at risk or isolated. The program activities include sharing a meal, a rotation of 3 x 30 minute activities and 1 x 30 minute Life Skills workshop with safe transport home by minibus provided for those needing this.</p> <p>A greater level of healthy socialisation and connection with other young people and adult mentors, increased confidence and self-esteem, learning life skills, increased fitness and having fun, and improved positive behavior are the program outcomes.</p>
<p>Key responsibilities</p>	<p>The key responsibility of the Bus Driver is to ensure that all passengers are dropped off home safely.</p> <p>The Bus Driver will work closely with the Transport Coordinator.</p> <p>OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights</p> <ul style="list-style-type: none"> - Adhere to policies and procedures to minimise injury and damage to assets and property. - Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights. - Actively participate in reporting matters of health, safety and Council asset damage. - Demonstrate and promote workplace behaviour that does not discriminate, bully or harass. - Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions. - Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements; and - Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures.
<p>Key tasks</p>	<p>The Bus Driver’s key tasks include:</p> <ul style="list-style-type: none"> - Ensure the safety and well-being of children being transported from Carrington Park Leisure Centre to their doors on program nights

	<ul style="list-style-type: none"> - Complete an inspection of the bus, reporting any conditions of concern to the Program Activity Manager before transporting children - Ensure that the bus always has sufficient fuel - Follows efficient and safe written bus routes - Operates bus in such a way that road and safety regulations are always followed; reports any traffic violations to the Knox Council Night Owl Youth Program Manager immediately - With the assistance of the Transport Coordinator / bus supervisors ensure all passengers are wearing seat belts - With the assistance of the Transport Coordinator / bus supervisors follow safe bus loading and unloading procedures - Follow procedures to guarantee no young person is left alone on bus without two adults at any time, including insuring all passengers have departed bus at the end of all bus routes - Keeps the bus clean and free of debris; follows other bus cleaning procedures - In case of accidents/emergencies, evacuates passengers according to written and practiced procedures - In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as required.
Essential skills knowledge and personal qualities	Ability to relate well to young people. Attention to safety.
Desirable skills knowledge and personal qualities	Current, clean Commercial Passenger Vehicle and Bus Driver Accreditation.
Mandatory training	<ol style="list-style-type: none"> 1. Volunteers are expected to participate in the program's induction and orientation program. 2. All Council volunteers are required to undertake training via a choice of either eLearning / Face to Face / or through the Volunteer Handbook with reference to workplace behaviours and the child safe standards.
Optional training	There may also be opportunities to access personal development to support your current or future desired volunteer roles
Benefits for the volunteer	This position provides an opportunity to give back, gain a sense of satisfaction, achievement and pride by making a real contribution to the community including the increased health and wellbeing of local young people.

By volunteering with a range of people in a team environment, this is a great way to meet new people, make new friendships, have social interaction and connect with others in the Knox community.

The opportunity to utilise, share and develop your skills, and learn new skills increases personal self-esteem and confidence.

The volunteering experience often assists in advancing your career or in seeking future employment opportunities. Volunteering in the Night Owl Youth Program will also bring fun and fulfillment to your Friday nights!

Other requirements of the role

- Police check**
- Working with Children's check**
- Reference checks**
- Medical check**
- Victorian Driver's License**
- Probationary period**

Physical requirements of the role

The inherent physical requirements of the role are listed below. These requirements are generally considered typical for this and similar roles, however the list is not intended to be exhaustive. Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the physical capacity to perform the genuine, reasonable and inherent tasks of the role.

Inherent Physical Requirements of the Role			
Task	Frequency*	Task	Frequency
Climbing	Occasional	Reaching	Occasional
Sitting	Constant	Balancing	Occasional
Kneeling	Occasional	Twisting	Occasional
Squatting	Occasional	Walking	Occasional
Bending	Occasional	Lifting/Carrying	Occasional
Standing	Occasional	Tactile Sense	Occasional
Pulling	Occasional	Hearing	Constant
Pushing	Occasional	Fine Motor Skills	Frequent
Grasping	Constant	Visual Acuity (colour, depth perception and field of vision.	Constant

*Frequency Description	Occasional	Frequent	Constant
	0% – 33%	34% - 66%	67% - 100%

Volunteer manager signature	
Volunteer signature	
Date	
Date of PD review	Click or tap to enter a date.