



Position Description

Role: **Part-time / Casual Driver**

Primary Objectives of the Position

The primary objective of this role is to:

- Undertake the transportation of clients as required to maintain a safe and efficient transport option.

Relationships

The Driver is directly responsible to the Innovation and Development Manager. They interact closely with clients, community organisations and CTST staff.

Key Responsibilities and duties

Service delivery

- Drive Area Connect vehicles in a safe manner with specific consideration for the needs of clients.
- Follow established procedures for record keeping and reporting.
- Monitor “run sheet” and advise the I & D Manager of issues.
- Ensure safety of passengers and secure stowage of all items at all times during transit.
- Ensure accurate completion of all pre-departure and other relevant documentation in accordance with procedures.
- Report any damage or malfunction of the vehicle, injury to persons, accidents, incidents or near misses, complaints etc. in accordance with procedures.
- Maintain a professional and appropriate relationship with clients, employees and the general public at all times.
- Attend meetings and participate in service delivery review, development and continuous improvement.

Organisational support

- Promote a culture of mutual support and continuous improvement in a safe and healthy workplace environment.
- Any other duties as directed in line with the scope of skills required for this position.

Success measures

Area	The job is being performed to the required standard when:
Service Delivery	Clients speak positively about their interactions with the Driver and the efficiency and competence of service delivery.

Organisation support	Managers, co-workers and volunteers view the Driver as a reliable and supportive team member.
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Pre-employment requirements

- National Criminal History Check
- WWVP Children Check
- Current 'LR' Class Driver's Licence.
- Public Passenger Vehicle Ancillary Certificate

Selection criteria

- Demonstrated experience in the safe operation of passenger road vehicles of varying sizes.
- Well-developed interpersonal and customer service skills with the ability to relate effectively with people at all levels.
- Demonstrated ability to work autonomously with limited support and as an active team member.

Acknowledgement:

Chief Executive Officer:

Name: Lyndon Stevenson

Signature:

Date:

Employee Acceptance:

I have read and understand the requirements of my position with CTST, as set out in this position description and have read and will implement the following:

- Pre-departure inspection procedures.
- Fault reporting procedures.
- Emergency Management Procedures.
- Passenger behaviour management procedures.
- Reportable Incident Management procedures.

Name:

Signature:

Date: