



area connect

Position Description — Area Connect Driver

Primary Objectives of the Position

The primary objective of this role is to:

- Undertake the transportation of passengers and light freight as required to maintain a safe and efficient transport service.

Relationships

The Driver is directly responsible to the State Transport Manager. They interact closely with passengers, community organisations and CTST and Area Connect staff.

Key Responsibilities and duties

Service delivery

- Drive Area Connect and CTST vehicles as directed in a safe manner with specific consideration for the needs of passengers.
- Follow established procedures for record keeping and reporting and collect fares when required.
- Monitor “run sheet” and advise the Senior Coordinator 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 cleanliness of vehicle internally and externally as required.
- Maintain a professional and appropriate relationship with passengers, 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.

Pre-employment requirements

- National Criminal History Check
- WWVP Children Check
- Current 'LR' Class Driver's Licence.
- Public Passenger Vehicle Ancillary Certificate (or willingness to obtain when requested)

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.
- Confidence in the use of handheld electronic devices and information technology.
- Demonstrated ability to work autonomously with limited support and as an active team member.
- Fitness to undertake light to moderate manual handling tasks.

Acknowledgement:

Signed:

Lyndon Stevenson
Chief Executive Officer

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.

Employee name

Signed:

Date: