

# Position Description



Position Title	Community Transport Driver
Department	Community Services
Reports to	Team Leader Community Transport
Grade	3
Date reviewed	November 2020

## Primary Purpose

Support the delivery of effective and efficient Community Transport services to Council's stakeholders.





The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

## Key Accountabilities

- Transport clients of Community Support Services to their destination in a safe and efficient manner
- Provide a high level of customer service to clients eg provide assistance accessing vehicles, ensure clients are comfortable and safe during journey's
- Ensure plant start-up maintenance paperwork is completed and vehicles are left clean and tidy ready for the next use
- Complete basic administrative paperwork as required
- Ensure client confidentiality is maintained at all times
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Team Leader Community Transport, which are within his/her skills, competence and training.

## Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Intermediate
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Foundational
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Foundational
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Foundational
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	N/A

## Essential Criteria

1. Current LR drivers licence, together with a safe driving record. Ongoing employment is conditional on maintaining this licence
2. The ability to drive both manual and automatic vehicles
3. Experience in and a strong commitment to working with frail aged people and people with disabilities and their carers
4. Physically capable of assisting passengers with restricted mobility
5. Ability to work flexible hours
6. Ability to work effectively as part of a team with minimum supervision
7. Ability to relate to and communicate with the public
8. Demonstrate initiative and motivation
9. Ability to undertake basic administrative duties

## Desirable Criteria

1. Experience driving public passenger vehicles
2. Understanding of and commitment to Work Health and Safety, Risk Management and Safe Work Procedures and Policies
3. Ability to plan bus/vehicle route

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date