

**Volunteer Alliance**

296 High St, Ashburton, Vic, 3147

Ph: 03 9885 3815

Fx: 03 9885 1239

Email: [volunteeralliance@ashburtonsupportservices.com](mailto:volunteeralliance@ashburtonsupportservices.com)

Web: <http://volunteeralliance.cjb.net/>



---

## **VOLUNTEER JOB DESCRIPTION**

**SERVICE NAME: Alamein Neighbourhood & Learning Centre**

**POSITION TITLE: Bus Driver (Endorsed license required)**

**Position objective:**

To relieve the social isolation of frail aged and people with a disability by providing safe affordable transport to and from social activities at the Centre.

**Times/Days:** Two days are available for you to choose from. (during school term)

***Wednesdays***

*11.30-12.00 & - 2.00 -2.30 on 2<sup>nd</sup> Wednesday of the month taking participants to and from the community lunch*

*9:30-10:00 & 12:00-12:30 on 4<sup>th</sup> Wednesday of the month taking participants to and from the garden club.*

**Tasks/Duties involved:**

- Collect keys and the list of passengers from the centre.
- Pick up bus from the garage.
- Pick up passengers as per list and bring to centre or take on short outing
- Take people home at the end of the activity or outing.
- Return bus to the garage and set alarm.
- Clean / tidy out the interior of the bus.
- Bring back keys to the centre.
- Report any damage or repairs needed to the centre co-ordinator.

**Equipment needed:** Nil

**Skills/Qualifications/Experience needed:**

- Endorsed drivers license.
- Navigational skills.
- Empathy with and sensitivity to aged people's needs.
- Good communication skills
- Current first aid certificate (desired but not essential)

Volunteer Alliance  
296 High St, Ashburton, Vic, 3147  
Ph: 03 9885 3815  
Fx: 03 9885 1239  
Email: [volunteeralliance@ashburtonsupportservices.com](mailto:volunteeralliance@ashburtonsupportservices.com)  
Web: <http://volunteeralliance.cjb.net/>



---

**Reimbursement for out of pocket expenses:**

As authorised by Executive Officer. Receipts required.

**Supervised by:**

Alamein Neighbourhood & Learning Centre Manager

**Relationships with other team members:**

Working with a team of other volunteers and staff.

**Pre-start conditions/Training required:**

- Minimum six months commitment
- Police check required
- Safe driving record required.
- Undertaking that all traffic fines or demerit points incurred while driving the bus are the responsibility of the volunteer driver.
- Undertaking to maintain a nil alcohol blood level while driving the bus.