



VOLUNTEER JOB DESCRIPTION

SERVICE NAME: Marwal Centre

POSITION TITLE: Bus driver

Address: 9 Marwal Ave, North Balwyn, 3104

Position objective:

The purpose of the service is to assist the client group to remain living independently at home and prevent premature/inappropriate admission to residential care. Encouraging social interaction and decreasing the level of social isolation has proven instrumental in the over-all physical and emotional well being of elderly persons. To this end, the Marwal Centre provided social lunches at the centre (plus transport to and from).

No of hours involved: 4 hrs (approx)

Times: 11.00 -3.30 (may vary by negotiation)

Frequency: Thursdays, weekly but situations are also available for emergency vacancies

Tasks/Duties involved:

- Pick up clients (from North Balwyn area) around 11am for midday lunch
- When picking up from the client's home please drive in the driveway. Park in such a way as to minimise the risk to clients, go to the client's door and assist them to the bus and with fastening of seat belts, where appropriate. Due to the frailty of some clients it is imperative that clients be disembarked and re-embarked as close to the entrance as possible.
- Take home clients 2:30pm to 3:30pm. Take home may vary by negotiation.
- On return please ensure that clients have safely entered their homes before leaving.
- It is the responsibility of the volunteer /staff member to remove any rubbish from the bus collected during the day and to sweep out the bus. In this way the bus can be maintained in a proper manner for the comfort of clients.
- Keys must be returned to the office.
- Should the bus be damaged in any way please inform the Centre Manager promptly in order that insurance procedures may be put in place.

Skills/Qualifications/Experience needed:

- Manual Drivers' Licence (preferred: endorsement for small bus, but not essential)
- Drivers will be required to sign a Driver's Declaration.
- Fitness level to assist people in and out of the bus and with seat belts (no heavy lifting).
- Safe driving record
- Enjoyment of older people, and patience with their needs.

Volunteer Alliance

296 High St, Ashburton, Vic, 3147

Ph: 03 9885 3815

Fx: 03 9885 1239

Email: volunteeralliance@ashburtonsupportservices.com

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



- Current First Aid Certificate desirable but not essential

Reimbursement for out of pocket expenses: None available

Supervised by: Meals on Wheels Coordinator

Relationships with other team members:

The Marwal Centre is a non-profit organisation, which is which is part of the wider BASS Care group. The Centre Manger is responsible for the day to day activities of the centre which includes coordination of the meals services, and is responsible for staff and volunteers.

The service has the ultimate responsibility for the welfare and safety of clients and volunteers. Programmes organised by the organisation, particularly where client's travel is involved, have to be documented so that at all times we are aware of who is being transported and where the vehicle is going. Transport lists must not be changed without prior consent of a staff member and the completion of the documentation required.

The organisation also has a responsibility to provide a safe work environment for volunteers and to ensure that they are covered by insurance should anything untoward happen. To this end, in line with the organisation's policy and procedures, all arrangements for activities and transport must be made through the office. It is not incumbent upon volunteers to take bookings and/or organise shopping and transport activities.

Volunteers must at all times be responsive to staff direction regarding client care and carry out all lawful instructions. If a volunteer is unhappy with any direction given by staff, the direction should be complied with at the time in the best interest of the clients and the issue referred to the Centre manager for resolution on completion of the outing.

The Volunteer Alliance Coordinator is responsible for volunteer support and training. Should you have any needs, concerns or issues relating to job satisfaction, please contact her.

Pre-start requirements/Training:

A police check (we organise and pay) and reference checks are required before starting.

Three trial sessions are offered before a volunteer placement is confirmed, after which a minimum 6- 12 month commitment is requested.

An orientation session will be provided. Other training opportunities (eg. First Aid) will be offered as part of ongoing training.

Emergency Procedures

There is a first aid kit in the bus for minor accidents. If the client has had a fall **do not move them** unless they are in danger. Cover them with a blanket, check breathing, telephone for an ambulance (000) and then ring the Centre. A staff / Board member will be dispatched to assist if required.