

Bus Driver

This position is within Ageing & Carer Gateway. It is part of various teams.

This position reports to the Manager

Reporting line may vary depending on location and service size

Position

This position does not have any direct reports This position may have direct reports, positions vary

This position has the following direct reports:

This position is designated Band 7 under the *Schedule of Authorities and Delegations*

This position is a budget holder This position has designated revenue targets

This position is an Aboriginal & Torres Strait Islander identified position

This position may require a working with children related clearance

Purpose

The purpose of this position is to provide safe, reliable transport services to allow clients to stay connected to their community, access essential services, and/or attend excursions and outings.

To achieve this purpose, the position holder would typically:

Focus

- Provide safe, reliable and timely transport services for clients in accordance with the requirements of the service
- Engage with clients to make sure they are safe and comfortable
- Support other team members to carry out activities, coordinate meals, facilitate excursions and outings, and meet the needs of clients during, transportation, excursions and events
- Carry out client activities as directed
- Support other team members to monitor and ensure the safety of clients during excursions and events
- Ensure the bus is kept in a clean, well maintained condition
- Coordinate vehicle maintenance and service requirements, in consultation with the Manager and Fleet
- Advise the Team Leader or Manager of any accidents or incidents involving clients or the bus, changes or concerns regarding the client, their home environment, their emotional or physical wellbeing, their services or case plan, or other risks, as soon as possible
- Document services, safety checks and vehicle maintenance using technology and paper based systems in a clear, logical, understandable and timely way
- Document work hours, kilometres travelled, reimbursements and other employee records in the timeframes required
- Carry out other duties as directed by the Team Leader or Manager

Outcomes

When things are going well we would expect to see these outcomes:

- Bus is clean and well maintained
- Bus maintenance and safety and security checks are documented
- Clients are able to enjoy outings in a safe and secure environment
- Driving is safe and meets road safety requirements

Relationships	We work collaboratively with others, however this position works close closely with:	
	Within The Benevolent Society: <ul style="list-style-type: none"> • Managers • Home Support Team Members/Educators/Room Leaders • Fleet team 	Outside The Benevolent Society: <ul style="list-style-type: none"> • Events/outing staff • Vehicle maintenance supplier

Individual	To achieve the position purpose and outcomes the position holder will need to have:	
	<ul style="list-style-type: none"> • Unrestricted drivers licence (may be heavy vehicle licence depending on bus size) • Good driving record with no significant incidents recorded • Current First Aid certificate (or a willingness to obtain) • Strong understanding of road rules and regulations • Good verbal communication skills • A strong commitment to safety, especially the safety of clients • A strong customer service focus and a desire to create a positive experience for clients • VETAB accredited Certificate III in an area that would aid understanding of the needs of the client group (for example, children’s services, community services, disability or aged care) • Completion of advanced driver training would support success 	

Travel	This position may require some flexibility in terms of travel or hours of work:	
	<input type="checkbox"/> Overnight travel/stays may be required <input checked="" type="checkbox"/> Some weekend work may be required <input type="checkbox"/> Some evening work may be required <input checked="" type="checkbox"/> Travel between office locations/regions may be required <input checked="" type="checkbox"/> Travel to clients (varied locations) may be required <input type="checkbox"/> Use of own registered, insured motor vehicle for business purposes may be required <input checked="" type="checkbox"/> Use of TBS pool cars may be required All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.	

Context	Those with knowledge of this position say the things that might make your day are:	
	<ul style="list-style-type: none"> • Being able to support clients to have an enjoyable outing or attend an event they may not have otherwise been able to attend • Connecting with clients and forming good relationships 	
Context	Those with knowledge of this position say some key challenges you might experience are:	
	<ul style="list-style-type: none"> • Supporting clients with dementia, challenging behaviours, who are very young, or who are from culturally and linguistically diverse (CALD) backgrounds that you may not have experience or understanding of • Balancing the needs of a client who might be lonely or wants a chat with the need to get to the next client or place on time and maintain safety • Balancing time to ensure that work is done well, within the allocated service time 	

Approvals	Approver	Human Resources	Date: 20 December 2022	Position Code: NA
	Review history			
	Advertising	Bus Driver		
This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.				