



Royal Flying Doctor Service VICTORIA

Volunteer Driver Position Description

Position	Community Transport Volunteer Driver
Objective	Better health, wellbeing and social connection for people living in rural and regional communities
Purpose	Ensure that clients can get to their medical and/or wellbeing appointments safely and on time
Responsibilities	<p>To succeed in this role, volunteers will work with the Program Coordinator, other staff and volunteers to deliver a high-quality service by performing as follows:</p> <ul style="list-style-type: none">• Safely drive program vehicles (mini-bus and / or car) to transport clients to and from appointments. Navigate as necessary using a map or GPS.• Use technology provided (smartphone applications) to manage pickup schedules and volunteering• Help with upkeep of vehicles by completing the daily fleet maintenance checklist• Provide punctual, friendly service and build rapport with clients and their families• Report any issues or concerns about safety, opportunities for process improvement, or client welfare using appropriate channels• Conduct yourself in line with all RFDS policies, procedures that include but are not limited to Cod of Behaviour, Workplace Health and Safety, Privacy and Confidentiality, and Media and Communications policies• Participate in team meetings and all required training.
Time commitment	Volunteers are asked for a minimum of 10 days driving, this is to be completed within 12 months from commencement. Additional time is required for training and team meetings.



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	<p>If possible, we ask volunteers to give at least 2 weeks' notice for any planned volunteer leave, or before ending volunteering. This helps us to maintain service continuity for our clients.</p>
Scheduling	<p>Service hours are 8.30am to 5.00pm weekdays, with exceptions sometimes made for special circumstances only. Morning, afternoon or all-day options are available.</p> <p>Scheduling is flexible, subject to volunteer availability.</p>
Location	<p>All shifts start and end in the relevant site, volunteers will be required to travel around their chosen region to key drop off locations.</p>
Benefits	<p>This role is a great opportunity to:</p> <ul style="list-style-type: none">• Volunteer with Australia's most trusted charity• Help to improve health and wellbeing for all Victorians including rural and regional communities• Be part of a team of like-minded people• Stay active, contribute your skills, and learn more about local people and places• Strengthen social connections for yourself and those you help• Receive invitations to networking, supporter and other events when possible.
Support	<p>We will provide the following support:</p> <ul style="list-style-type: none">• Orientation and vehicle familiarisation, annual refresher training, courses in First Aid (level 2) and safe driving• Access to a staff contact for supervision and support• Materials and equipment, including Personal Protective Equipment (PPE)• Use of fully insured and maintained vehicles• Voluntary Worker's personal accident insurance.
Requirements	<p>The following skills, licences and abilities are required to be eligible for this role:</p>



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	<p>Essential:</p> <ul style="list-style-type: none"> • Commitment of the RFDS vision, values and Code of Conduct • Happy to work with seniors, showing kindness and patience • Full Australian driver's license and driving history free from significant offences for five or more years • Willing and happy to complete orientation and other required training, including Level 2 First Aid, and refresher training • Agree to follow RFDS policies, procedures and all reasonable work instructions • Comfortable (or willing to learn) to use Smartphone based technology to complete online processes • Mobile over uneven ground and able to enter and exit vehicles multiple times per day • Manual handling ability, including upper body strength necessary to lift walking aids in and out of vehicles, and to support clients to enter and exit vehicles safely. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in driving large vehicles (minibus or above). 								
<p>Checks</p>	<p>Preferred applicants for this role will be asked to consent to the following probity checks as part of the selection process:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> National Police Check</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Interview</td> </tr> <tr> <td><input checked="" type="checkbox"/> Working with Children Check</td> <td><input checked="" type="checkbox"/> Reference Check x 2</td> </tr> <tr> <td><input checked="" type="checkbox"/> Vaccine Certification</td> <td><input checked="" type="checkbox"/> Driving History Report</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> Medical Capacity Check</td> </tr> </table>	<input checked="" type="checkbox"/> National Police Check	<input checked="" type="checkbox"/> Interview	<input checked="" type="checkbox"/> Working with Children Check	<input checked="" type="checkbox"/> Reference Check x 2	<input checked="" type="checkbox"/> Vaccine Certification	<input checked="" type="checkbox"/> Driving History Report		<input checked="" type="checkbox"/> Medical Capacity Check
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<p>Reports to</p>	<p>Program Coordinator, Community Transport <i>(at relevant location)</i></p>								