

# Position Description

## Driver

<b>Position</b>	Driver
<b>Remuneration</b>	Enterprise Collective Agreement and Health Professionals and Support Services Award – HP & SS Employee Level 3
<b>Employment Type</b>	Casual
<b>Hours</b>	Split shift, morning and afternoon
<b>Location</b>	Langwarrin and Cranbourne
<b>Reports to</b>	Manager Client Services
<b>Effective Date</b>	March 2022

### Position Objective

- To be accountable for the transportation of clients on a daily basis from their home to the sites and vice versa each morning and afternoon.
- To ensure that all clients arrive safely at their destination without incident.
- To ensure that all standards for bus operation including, but not limited to, management information systems, maintenance systems, auditing and review, client service requirements and reliabilities are met.
- To work with staff at sites and adhere to all support and behaviour support plans.
- To drive the vehicle in a manner that meets all Victorian Roads legislation.

### Key Responsibilities

- Collect clients from their homes in the mornings and take them to the site for activities.
- Pick up clients from a site and take them home or to their residence of that day.
- Ensure all clients are treated with dignity and respect.
- Ensure all clients Human Rights are upheld.
- Plan the route to transport the clients in the most efficient way taking into consideration traffic and weather conditions.
- Consult with the Property Manager prior to making any changes on the bus run including route and clients.
- Seat clients on the bus in the safest possible way.
- Seek assistance from site staff regarding advisable seating arrangements if unsure.
- In the event of any problems be prepared to stop and render assistance/first aid.
- At all times remain within the speed limits and do not drive with alcohol or drugs in your body.
- In the event of an accident, phone the Property Manager as soon as practical.
- In the event that the bus is running late, phone the Property Manager as soon as practical.

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- Ensure mobile phone is charged at all times and is turned on at all times whilst driving clients to and from their home.
- Ensure mobile phone is in vehicle prior to each run.
- Report all incidents via the Incident Report policy and procedure
- When directed, complete behaviour management paperwork on individual clients.
- When required, carry out DHHS Incident reporting procedures and OHS Staff incident/hazard reports.
- Weekly forward petrol receipts and mileage records to the Property Manager.
- On a daily basis sign in and out using WorkBuddy.
- Keep the bus clean and tidy whilst the bus is in drivers care.
- Daily Inspection sheet to be completed, signed off and handed in end of the month.
- On a daily basis ensure sufficient fuel (gas and petrol) is in the bus for staff to carry out day programs. No less than quarter of a tank.
- Report all defects on the vehicle to the Property Manager as soon as they become apparent.
- When required attend staff meetings.
- When loading and unloading clients at a MiLife-Victoria. site it is primarily the responsibility of the instructors to load and unload clients and bags from the bus and ensure the clients are safely in the building. Driver's however are required to support this process where possible and where guided by the Program Manager.
- When loading and unloading clients at their respective residences it is the responsibility of both the driver and the parent/career/CRU to assist the client to/from the home.
- Drivers will assist Instructors loading clients into their seat with seat belts fastened. Instructors and drivers will check to make sure no clients bags are missing.
- Ensure that any seat belt safety clips and or harnesses for specific clients are in the vehicle prior to the run each morning.
- Receive messages and conduct face to face discussions with families/carers in relation to client's arrangements on the bus run.
- Place any medication received from families/carers/Instructors into blue medication bag whilst in transport which must remain at the front of the vehicle at all times. Make sure this medication is given to the family/carer/Instructor at the completion of the clients transportation.
- Maintain records in SupportAbility for clients where necessary.

### Communication Internal

- Confer daily with the Program Managers to exchange information, prioritise work and seek direction as required.
- Check trays at sites daily for written correspondence.
- Liaise with the Property Manager in relation to the requirements for receipt of client monies from families and other transport related financial concerns.
- Liaise with Program Managers on a day to day basis when arriving at the site regarding client's behaviour and information relevant to the transportation of individual clients.

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### External

- Liaise daily with parents/carers regarding transport issues i.e. changes etc.
- Deliver messages to and from the Program Manager at the site or Property Manager to families/carers.
- Deliver messages and mail to families/carers as required.

### Important Notes

- Vehicles are never to exceed the speed limit at any time and all Drivers are to adhere to ALL road rules.
- All speeding and traffic infringements are the responsibility of the Driver.
- All Drivers of vehicles must have a zero-blood alcohol reading at all times.
- All Drivers must not use their mobile phone whilst driving.

### General

- Demonstrate shared values, as referenced in the organisation's Code of Ethics, Team Charter and Statement of Values at all times in the work environment.
- Maintain a safe workplace.
- In all activities and situations where appropriate apply the policies and procedures of the organisation.

### Qualifications

- Manual drivers licence compulsory
- HR licence desirable
- Defensive driving desirable

### Accountability

- Petrol card must be used only for MiLife-Victoria. usage and must remain in the vehicle at all times.
- Vehicle must be maintained clean at all times

### Experience

- Previous experience of working with people with a disability highly desirable.

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### Other Requirements

- All staff are expected to attend the AGM and any other training and development activities that will assist them to perform their duties
- Adhere to all MiLife-Victoria policies and procedures.
- The Organisation reserves the right to transfer a public holiday to another working day of the year. This will be decided on an annual basis.

### Key Selection Criteria

Demonstrated skill and knowledge:

- Safe driving record and relevant license and certificates for the position.
- Driving a 12 or 22-seater vehicle in a safe manner.
- Supporting people with a disability.
- Communicating with a broad range of people.
- Problem solving and making decisions in difficult situations.
- Knowledge of Victorian Road Laws and legislation.

### Conditions of Employment

- Manual Driver's License.
- A Victorian Criminal record check is required, and reviewed every three years
- Check against the Disability Workers Exclusion Scheme

### Key Responsibilities and Key Performance Indicators:

#### Transport Services

- Evidence that clients are collected from and returned to their homes or residence for site activities as per the attendance roster on a daily basis.
- Evidence that clients/families/carers feedback, messages and delivery of correspondence is conducted in a professional manner to all people involved at all times.
- Evidence that drivers conducted their duties in line with the code of ethics towards clients/families/carers/staff at all times.
- The most efficient route is used to transport clients having taken traffic conditions into consideration.

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- Evidence of being flexible and changing the bus run after consultation with the Property Manager.
- clients are seated on the bus in the safest way, taking into consideration individual client needs.
- Specific client seat belt safety clips and harnesses are available in the bus prior to each morning run.
- Evidence of consultation with staff in regards to seating arrangements when required.
- Examples of stopping to provide assistance or first aid whenever required.
- Evidence that Property Manager or Program Manager is advised as soon as practical in the event of an accident/incident during transport within incident reporting timeframes.
- Evidence of advising Property Manager whenever the bus run is running more than 10 minutes late.
- Evidence on random audit that mobile phone is always charged, turned on and in vehicle.
- All vehicle accidents are reported to Property Manager within two hours of occurrence.
- All staff/client related incidents/hazards are reported to the Program Manager within two hours of occurrence
- Examples of reading and completing all positive Behaviour Support information in SupportAbility whenever requested too.
- Evidence that DHHS Incident Reporting procedures and OHS Staff Incident/Hazard report procedures are followed and completed in a timely and accurate manner.
- Examples of providing the appropriate level of assistance/support to clients on and off the bus.
- Evidence of receipts handed in with the mileage sheets on a WEEKLY basis.
- Evidence that Humanforce is used daily to clock in and out
- Vehicle is always kept clean and tidy whilst in drivers care.
- Daily Inspection Sheet is completed accurately and submitted monthly.
- Examples of reporting defects to Property Manager as soon as detected.
- Examples of providing assistance to Instructor in unloading bags from the bus.
- Evidence that assistance is provided to Instructors in ensuring clients are secured with seat belts.
- Evidence that all medication received from clients/families/carers/Instructors is placed into the blue medication bag at the front of the vehicle whilst in transport.
- Evidence that all client rights are upheld.

### Teamwork

- Through 360-degree feedback, contribution to team cohesiveness and business outcomes is rated as positive and productive.

### Summary of Specific Responsibilities

DS - Epilepsy and Seizure Management : (ML) Disability Services

DS - Head lice : (ML) Disability Services

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- DS - Medication : (ML) Disability Services
- F - Fuel Cards : (ML) Finance
- F - Transport Fees : (ML) Finance
- HR - Illness before & during work : (ML) Human Resources
- OHS 028 - Spills of blood and body fluid : (ML) OHS
- OPS - Driving Vehicles : (ML) Operations
- OPS - Major Vehicle Accident : (ML) Operations

### Professional Development Review

In accordance with the organisation's development and support processes all supervisors and employees will use the Annual Professional Development Review (PDR) template when developing the annual review and the Professional Support Session (PSS) template when conducting support sessions. Further information can be obtained from the Professional Development Review and Support Procedure.

### Employee/Volunteer Statement

I have read, understand and accept the above Position Description for (ML) Driver.

Signed: ..... Date: ... / ... / ...

Name: .....