



POSITION DESCRIPTION

Position Title	Community Bus Driver	
Division	Community	
Section	Community Wellbeing	
Responsible to	Community Centre Officer	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW5051	
Status	Permanent Part Time	
Hours	28Hours p/week	
Salary Point	12 to 22	Band/Level: 1/3
Allowances	As applicable to the position	
Pre-employment checks Legislative requirements	<input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Pre-employment medical <input checked="" type="checkbox"/> Working with Children Check	
Date reviewed: April 2024		Reviewed by: People & Culture

POSITION PURPOSE

The Community Bus Driver assists Council's Community Wellbeing team to provide accessible, sustainable, and activated facilities that contribute to enhancing the quality of life of residents by providing spaces, services and programs for community, cultural and civic activities. The purpose of this position is to ensure the safe transport around the Greater Sydney Region, including rural and regional areas, of local seniors participating in Council's coordinated bus outings.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. A current Class LR (Light Rigid) Driver's License with a safe driving record
2. Good communication and organizational skills with the ability to show initiative
3. High level of customer service skills and provide accurate information in a prompt and courteous manner.
4. Suitable level of fitness relative to position (refer to the functional requirements and physical attributes of this position as outlined below)
5. Current first aid accreditation or willingness to attain.
6. Must meet Child Protection Act requirements and hold a current NSW Working with Children Check clearance
7. Knowledge and understanding with a commitment to implement EEO & WH&S principles.

Desirable Criteria:

1. Previous Local Government experience.
2. Experience working with community members including the frail aged, people with a disability and children
3. Experience working in the community transport field
4. Good knowledge of the Inner West local government area its surrounds

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Drive Council's mini bus and buses up to 21 seater as necessary to meet the requirements of the Inner West Council shuttle bus service and hirer requirements.
- Ensure buses are driven in a safe, courteous and careful manner at all times with respect to the care, safety and comfort of clients.
- Maintain appropriate records and operate Council's Community Bus services in alignment with Council's operating procedures. This includes but not limited to:
 - completing relevant checklists
 - daily inspections
 - reporting accidents and incidents, as well
 - completing log sheets.
- Maintain buses in a safe, clean and tidy condition. This includes cleaning buses and maintaining fluid and fuel levels, as well as coordinating regular and essential servicing of the vehicles.
- Assist passengers on and off the buses as necessary (in particular older people, people with a disability, and children) and to assist loading equipment on and off the buses as required.
- Contribute to the implementation and operation of Council's WH&S policies, procedure and risk management strategies in the workplace.
- Comply with Equal Employment opportunity (EEO) Legislation & within Council's policies and procedures for dealing with EEO.
- Undertake other duties as directed by the Healthy Ageing Programs Specialist and Community Centre Officer.

FUNCTIONAL REQUIREMENTS:

- Ability to walk on uneven, viscous and slippery ground
- Ability to assist passengers in and out of a vehicle
- Ability to push and pull shopping/luggage weighing up to 20kg at ground and waist level
- Ability to carry weights of up to 20kg for up to 5-10 metres
- Grip strength of up to 20kg during the carrying of shopping/luggage
- Ability to push/pull materials and equipment against resistance for up to 1-2 minutes at a time
- Ability to perform repetitive tasks with upper and lower limbs
- Ability to sit, stand and walk for prolonged periods, up to 4-5 hours a day
- Ability to get in and out of the cabin of a truck/bus

PHYSICAL ATTRIBUTES:

- Possess good proprioception and balance
- Possess good fine motor skills to operate equipment
- Full functional use of shoulders, arms, wrists and hands
- Full functional use of lower back, hips, knees and ankles

KEY RELATIONSHIPS:

Internal: Community Centre Officer, Community Wellbeing Team, all Council employees

External: Residents, bus users, general public, hirers.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Community Bus Driver** as detailed in this document.

Signature:

Date: / /