



Position Description

Role: Community Transport Bus Driver - Part Time
Department/Section: Community Development/ Community Care
Reports to: Community Transport Coordinator
Responsible for: NIL

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

The main purpose of this position is to provide safe, careful and responsible transport to older people, people who are frail, younger people living with disability and their carers. This includes driving and associated activities such as assisting passengers on and off the bus.

The position reports to the Community Transport Coordinator. A Light Rigid (LR) Driver Licence and a Transport for NSW Bus Drivers' Authority are essential as well as experience driving an automatic and/or manual Light Rigid bus. Experience and affinity with older people and younger people living with disability is a must as well as a friendly manner and willingness to assist people.

Some judgement and problem solving skills are required in case emergency or unexpected situations arise. The ability to work in a team and alone while managing set tasks is very important as are high level interpersonal and teamwork skills to ensure quality customer service.

KEY RESPONSIBILITIES

- Drive Council vehicles (manual and/or automatic) safely, professionally and legally
- On Community Transport Coordinator's instructions, drive Council buses and cars in order to provide services to:
 - Older people, frail older people, younger people living with a disability and their carers who live in the Mosman community
 - Children and young people during school holidays
 - Other Council related activities as required
- Assist clients during outings, activities or programs and at all times provide courteous, caring and professional customer service
- Accurately record all transport trips on the tablet provided
- Monitor the safety of clients at all times and report any concerns to the Community Transport Coordinator
- Ensure that the Community Buses are kept clean and tidy at all times and that fuel levels are maintained
- Undertake and record daily and weekly vehicle checks and notify the Community Transport Coordinator of any concerns, maintenance and/or repairs needed
- Keep relevant logs and statistics as required
- Collect monies as instructed from service users and deposit the same into the Community Transport office
- Take Council buses for service and HVIS as required
- Assist Community Transport Coordinator in planning outings and bus trips
- Assist Community Transport Coordinator in administrative tasks
- Assist in delivery of various community programs
- Continue staff development and training to enhance service delivery
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy
- Other duties may be allocated by the Supervisor or Manager as required

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES - Selection Criteria

Essential:

- Class LR Driver Licence or higher and a Public Vehicle Bus Drivers Authority
- Clean Driving Record
- Demonstrated experience in driving Light Rigid vehicles (manual and/or automatic) with a GVM of more than 4.5 tonnes, but not more than 8 tonnes
- Experience transporting frail older people and younger people living with a disability
- Demonstrated experience with, and a good understanding of, the needs of older people and younger people with a disability
- Good organisational skills and an ability to meet deadlines and work under pressure
- Demonstrated commitment to quality customer service
- Computer proficiency with Windows applications together with keyboard and word processing skills with good levels of accuracy
- Satisfactory driving assessment undertaken through Council
- First aid qualification or willingness to attend relevant training to become accredited
- Satisfactory achievement of a National Criminal Record Check undertaken through council
- Current Working With Children Check

Desirable:

- Experience driving a bus with a wheelchair hoist
- Experience working with volunteers
- Knowledge of Local Government
- Valid COVID-19 vaccination certificate

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2023*.

Hours:	90 hours over 4 week period across a 7 day spread of hours
Status:	Part-time
Qualifications:	Class LR Drivers Licence, Public Vehicle Drivers Authority
Experience:	Demonstrated experience in driving a rigid vehicle (manual and/or automatic) with a GVM of more than 4.5 tonnes
Commencing Salary / Range:	Group C Council Salary System plus Superannuation Band 1, Level 3
Position Approved By:	Director Community Development
Approved Date:	April 2024

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....