

1. POSITION DESCRIPTION

Position Title: Bus Driver (Casual)

The Position: Bus Driver for Community Options Day Services
(split AM/PM shift, Mondays to Fridays)

2. ORGANISATIONAL AND JOB CONTEXT

Nadrasca is a not-for-profit company that receives both Federal and State Government funding. Nadrasca's Purpose is to Establish and Develop a Range of Services for People with a Disability. In accordance with the Constitution, Nadrasca provides services including, but not limited to, the areas of employment services, residential services, education services, aged persons services and leisure and recreation services.

Nadrasca is a values-based company which promotes a trustworthy, caring, respectful and supportive service. Nadrasca aims to provide the highest quality of service to the people it supports in accordance with the relevant Acts and Standards.

Nadrasca seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to be open, flexible and responsive to new ideas and ways of working and actively supportive of each other with respect to achieving the best outcomes for Nadrasca and the people it supports.

Nadrasca employs 170 supported employees with a disability in Nadrasca Industry and supports 200 people within Nadrasca Community. Nadrasca has approximately 170 full-time, part-time and casual staff.

3. KEY RESPONSIBILITY AREAS

The Bus Driver for Community Options is responsible for transporting the people Nadrasca supports safely from their residence to the Nadrasca Centre in the mornings and returning them safely to their residence in the afternoons, at approximately the same time each day.

The key responsibilities include the following:-

- Performing the daily inspection check of the bus, including filling in of the logbook.
- Informing the Transport Coordinator if there are any problems with the Bus run or if the vehicle is defective.
- Ensuring the bus is not left unattended where practicable.
- Ensuring the mobile phone is in the cradle of the bus and that it is switched on.

- Ensuring that all passengers are assisted on and off the vehicle, as required. All employee's of Nadrasca responsible for transporting participants must be able to physically manoeuvre a person in a wheelchair so that the person can safely and securely:
 - a) get into and out of a bus,
 - b) be locked in place once on the bus,
 - c) be able to attend programs of choice,
 - d) be assisted with personal needs
- Ensuring that all passengers have their seat belts correctly fitted
- Advising the Transport Coordinator/Manager if any passenger is absent and noting it on the white board provided.
- Conveying all requests/information from parents/carers to the Transport Coordinator/Manager.
- Ensuring that, if given clients' medication/lunch/money, it is handed over to the Key Worker, or Manager.
- Reporting any disruptions or incidents that occur on the bus to the Transport Coordinator/Manager and completing the relevant paperwork.
- Advising the Transport Coordinator/Key Support Worker/Residential support worker (as applicable) if someone appears ill or unwell during the journey.
- Complying with Nadrasca's Quality Management System
- Complying with Nadrasca Community's Bus Management System Driver's Training Manual.
- Complying with the Bus Safety Act 2009 (Vic)
- Complying with Nadrasca Procedures in relation to buses (COM04-COM07)
- Other duties as required.

Accountability

The position is accountable and reports to the Transport Coordinator/Manager.

Internal and External Interactions

The Community Options Bus Driver is expected to liaise with the following people:

- Community Options Support Workers
- Manager/Assistant Manager/Transport Coordinator
- Administration staff
- All levels of staff and management across Nadrasca
- Parents/ Carers
- The people Nadrasca supports
- Community and general public

Direct Reports: Nil

Qualifications and Experience

- Full and current Victorian car licence (manual). An endorsed licence is desirable, but not mandatory.
- Level 2 First Aid Certificate and CPR, or be willing to obtain one as soon as possible (which has to be updated annually).

Skills and Attributes

- Safe, clean driving record.
- Commitment to working with people with a disability.
- Ability to support people with respect and as valued citizens.
- Commitment to the safety of passengers on the bus.
- Punctuality.
- Must have patience and a friendly and helpful attitude.
- Responsible and professional attitude to work and life.
- Ability to work alone and as part of a team.
- Ability to maintain effective communication with all levels of the organisation as well as with parents/carers.

4. EMPLOYMENT GUIDELINES

All Nadrasca staff are required to:

- Comply with all Nadrasca policies and procedures at all times.
- Comply with all occupational health and safety legislation and regulations
- Comply with all other Commonwealth and State legislation relevant to the company.
- Work in a collaborative fashion with Nadrasca staff, employees, service users, customers, and stakeholders
- Uphold and enhance the reputation of Nadrasca
- Maintain the highest level of integrity in the conduct of Nadrasca business
- Undertake identified training and development activities/programmes
- Take part in Nadrasca's performance appraisal process

Applicants must be prepared to undertake a medical assessment to determine fitness to undertake the inherent duties of this position.

All staff must undergo a National Police Check, an International Police Check (if applicable), a Working with Children Check, and a Proof of Identity Check prior to employment.

All relevant staff must provide evidence of unrestricted Australian residential and working visa.

**Name (Staff
Member):**

Date:

**Signed (Staff
Member):**

Date:

Name (Manager):

Date:

Signed (Manager):

Date:
