

POSITION DESCRIPTION - VOLUNTEER

Position title:	CoolHeads Bus Driver
Hours of duty:	5 hour shift per session
Reports to:	CoolHeads Youth Project Officer
Location:	Various venues

Organisation Relationships

Reports to: CoolHeads Youth Project Officer

Internal Liaison: Youth and Family Coordinator

Values/Vision/Mission/Practice Principles

Value: Social Justice – Creativity – Collaboration – Integrity – Respect - Excellence

Vision: A fair, safe and vibrant community where children, young people and families have access to all opportunities.

Mission: Happy children and young people – caring relationships – strong community

Practice Principles: Access & inclusion – building relationships – child centred and family inclusive – solution focused & strength based – reflective

Responsibilities

1. To practice in accordance with the Policies and Procedures of The Family Centre and this includes maintaining all aspect of Work Place Health and Safety.
2. Must hold a valid driver's licence and be able to drive a manual.

Primary Duties

1. Driving carefully and obeying the road rules at all times.
2. Checking that the bus is in good working order before and after each shift.
3. Performing maintenance checks before, during and after each shift.
4. Leaving the bus clean and secure at the end of the shift.
5. Not leaving the bus while the team is engaging with young people.
6. Maintaining sight of the team at all times when outside of the bus.
7. Ensuring passengers have adequate seating space and seat belts are worn at all times.

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8. Completing the bus checklist before and after each shift.
9. Having a mobile phone on at all times when the bus is operating.
10. Parking the bus in a safe place while not in operation.
11. Using own judgement concerning driving on the roads when conditions are poor.