

**Temora Shire Council**

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**Pinnacle Community Services**

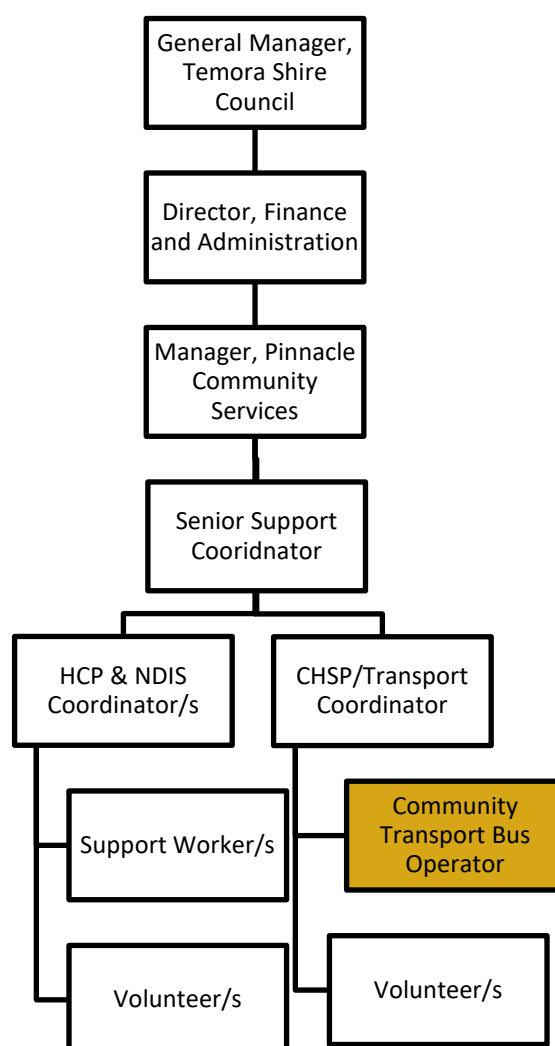
Registered NDIS Provider
Approved Aged Care Provider
294 Hoskins Street Temora NSW 2666
Phone: 02 6977 1326
www.pinnaclecommunityservices.com.au

**Position Description
Community Transport Bus
Operator**

DOC-BUS-HRPD-512

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION: Community Transport Bus Operator
SECTION: Pinnacle Community Services
**SUPERVISOR/
MANAGER:** Transport Coordinator
ENTRY LEVEL: Grade 3
HOURS OF WORK: Permanent Full-time –76 hours per fortnight

ORGANISATIONAL CHART

POSITION OBJECTIVES

The Community Transport Bus Operator provides the daily transport needs of clients within our target groups, in response to operational guidelines that meet the needs in Temora Community.

ROLE RESPONSIBILITIES

- Safely operate community transport bus and other transport vehicles as per operator manual/s.
- Ensure timely client pickup as per transport schedule to maintain efficient operational expectations.
- Responsible for the collection and receipting of bus fares/client contributions for every trip.
- Document and report client non-payment to the Transport Coordinator at time of trip.
- Complete all necessary documentation (e.g. daily trips) accurately in community transport software to ensure data collection is reported as per contractual requirements.
- Be familiar with the individual needs of clients and provide support and assist clients and their equipment, if applicable, onto and off the bus, and into their homes as required.
- Work as part of the Pinnacle team and with other community stakeholders to establish good communication networks and to promote the transport service and organisation in a positive manner.
- Load and unload wheelchair users in accordance with Pinnacle Community Services policies and procedures.
- Undertake routine vehicle checks of transport vehicles as per schedule and report any identified general maintenance requirements, appropriate services and Service NSW inspections to the Transport Coordinator.
- Undertake routine vehicle cleaning ensuring inside and outside cleanliness of transport vehicles is maintained to an acceptable standard and complete associated documentation records.
- Other duties as directed by the Transport Coordinator and/or PCS Manager.

CORPORATE ACCOUNTABILITIES

- Comply with the Local Government Act 1993, Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate a commitment to Equal Employment Opportunity Principles.
- Employees shall demonstrate Council Values within the workplace.

CORPORATE VALUES



WE WILL MAKE THE BEST DECISIONS WE CAN

- **Leadership and respect** - act decisively with knowledge and courage in the best interest of our community
- **Integrity and transparency** - act honestly and openly in all our dealings with a view to make ethical and equitable decisions



WE WILL ACT WITH THE COMMUNITY AS OUR PRIMARY CONSIDERATION

- **Community focus** - engage with our community to provide services that respond to community needs
- **Future custodianship** - always act with the consideration of the impact of our actions on future generations



WE WILL VALUE THE VIEWS AND INPUT OF OTHERS

- **Teamwork and cooperation** - work together with open communication to achieve a common goal by sharing knowledge and supporting each other
- **Effective partnerships** - treat everyone with respect by being inclusive, non-judgmental, and by valuing diversity



WE WILL MAXIMISE OUR OPPORTUNITIES

- **Innovation** - encourage creative thinking and innovation based on detail knowledge and accept that bold actions carry a degree of risk
- **Continuous improvement** - always strive to achieve our goals more efficiently through improvements in process or new technology

PHYSICAL CAPABILITIES

The incumbent may be required to:

- Possess the physical ability to carry out duties such as frequent bending, reaching/stretching, squatting, push/pull and lifting.
- Travel by bus and car (including drive a company vehicle) in accordance with Council Fatigue Management Procedure.

ESSENTIAL CRITERIA

- Demonstrated experience in the safe operation of light rigid vehicles.
- Effective communication skills and demonstrated experience communicating with a diverse range of people (including culturally and linguistically diverse and aboriginal backgrounds) and ability to deal with difficult clients.
- Current First Aid and CPR Certificates or willing to obtain.
- Sound computer literacy.
- Strong organisational and time management skills with an ability to prioritise workloads and be accountable.
- Demonstrated ability to work independently and as part of an effective team with open communication to achieve common goals.

DESIRABLE CRITERIA

- Up to date COVID-19 and Influenza vaccinations.
- Understanding of the Aged Care Quality Standards and NDIS Practice Standards and associated Codes of Conduct.
- Experience in the delivery of services to aged, people with disabilities and their carers in a community care setting.

EMPLOYMENT CONDITIONS

- NDIS Worker Screening clearance
- Working with Children Check
- Unrestricted class LR driver's licence (or equivalent)
- NSW Transport Driver Authority
- Fitness for duty assessment

EMPLOYEE ACKNOWLEDGEMENT

Name: _____

Signature: _____

Date: _____