



**Providing safe, reliable transport for
the frail aged, younger people with
disability and their carers**

Application Pack

Application Pack

Position:	Driver
Reports to:	Manager Consumer Engagement
Hours:	Casual
Award:	Passenger Vehicle Transportation Award Grade 3
Location:	Mortdale

Thank you for your interest in St George Community Transport.

Our application pack is designed to assist you with information that will support your decision making regarding this position and also ensure that your application is tailored to our organisation.

It contains the following documents:

- Our selection process and key policy areas
- A position description
- An application form
- Our Organisational Chart
- Our Mission
- Our history
- Our region
- Our Code of Behaviour & Confidentiality Procedure

Additional information about St George Community Transport can be found on our website www.stgct.org.au

Please do not hesitate to contact Nurina Simpson St George Community Transport if you have any questions or queries about your application on 9585 3000 or via email Nurina.Simpson@stgct.org.au

Selection of Merit

All appointments to St George Community Transport are based on merit i.e. each application is assessed on merit against knowledge, skills, experience, qualification and standard of work performance identified in the position description and advertisement.

The applicant who demonstrates the strongest fit against these selection criteria in their application and throughout the selection processes is recommended to the position.

The Application

In the Advertisement we have outlined the responsibilities, location and selection criteria of the position, which are documented in the Position Description as the knowledge, skills, abilities and experience that are required to perform the duties of the position.

Your application must address the essential and desirable criteria indicated in the position description. If you do not meet the essential requirements specified in the advertisement, or cannot clearly demonstrate that you meet the requirements, you will not be considered for the position. It is your responsibility to ensure this is clearly addressed in your application.

All applications will be held confidential and will be assessed for suitability after the closing date for applications.

To apply please address your application, marked **CONFIDENTIAL** to:

Nurina Simpson
St George Community Transport
70 Roberts Avenue
MORTDALE NSW 2223
Or send to
Nurina.Simpson@stgct.org.au

The Selection Panel

The selection panel is responsible for selecting the applicant best suited for the position. The selection is based on merit and must be based on the materials presented in writing, at interview and from references. The selected candidate will be the one who best satisfies the selection criteria.

Position Description

Job title:	Driver
Reporting to:	Manager Consumer Engagement
Award:	Passenger Vehicle Transportation Award Grade 3
Location:	MORTDALE

Operating Environment

St George Community Transport Ltd.(STGCT) is a not-for-profit organisation. It is funded by Transport for NSW (TfNSW) under the Commonwealth Home Support Program and the NSW Community Transport Program.

St George Community Transport was established in 1987, and provides a quality, affordable and appropriate transport service that meets the needs of transport disadvantaged persons who reside within the St George area.

Purpose of the Position

Provide safe, reliable and comfortable transport for all clients, in accordance with the service's policies and procedures and complying with all traffic and related legislation.

Responsibilities

1. Drivers are responsible for operating the vehicle in a way that ensures the safety of themselves, their passengers and the public. Drivers are required to do this in a manner that abides with Roads and Maritime, TfNSW and the organisation's operational and safety requirements.
2. Provide door-to-door service and assist clients to access and exit the vehicle (including using the wheelchair hoist).
3. Ensure client safety and well-being by ensuring that all seatbelts and /or wheelchair / walker restraint systems etc. and equipment/parcels are secured.
4. Report any observed changes in client behaviour or challenging behaviour to the service delivery team
5. Drive in accordance with run sheets, or as altered on the day, as close as possible to schedule. Provide confirmed or amended information on run sheet to the service delivery team.

6. Drive any vehicle economically and carefully in accordance with relevant road laws and policies.
7. Adhere to STGCT WH&S policies, procedures & safety instructions.
8. Be responsible for any or all of the following: cash, fares/fees and giving correct change.
9. Complete vehicle Pre-departure and end of shift checks.
10. Configure the vehicle to meet the needs of the client/groups
11. Take all necessary pre-cautions to prevent damage to service vehicles and equipment including phones, tablets, fuel cards, uniform, first aid kits, umbrellas, tool kits etc.
12. Restocking your vehicle of any items it requires such as First Aid or cleaning products.
13. Report all accidents/incidents. This includes completing accident report forms and incident reports as required.
14. Report any damage, defect or repairs needed to the vehicle in the defect book stored at the office/depot.
15. Not perform or attempt to perform Transport Safety Employee work under the influence of Drugs or Alcohol. Note a zero tolerance applies to drivers.
16. Report to management any person you believe is under the influence of a drug and/or alcohol.
17. Report any matters relevant to the currency of your driver's licence or driver authority to your manager (including traffic offences and criminal charges).
18. Report to your manager any health or other issue that may affect your fitness to drive.
19. Ensure vehicle is clean, tidy and appropriate for client use at all times
20. Wear all safety gear issued including fluorescent vests, hats and appropriate footwear.
21. Participate in training and staff meetings as required.
22. Any other tasks relevant to the role as directed by the Manager

Work experience & skills

Essential	Desirable
LR licence.	Understanding of the disability and aged care service environment.
Good driving record.	
Drivers Authorisation or willingness to complete during probationary period.	
Current First Aid Certificate – or willingness to obtain prior to commencement of role.	

Personal qualities & behavioural traits

Essential	Desirable
Well-developed written and verbal communication skills	Ability to work in a flexible, multi-tasking environment
Ability to communicate effectively to people with disability and their carers	
Time management skills	
Willingness to undertake on-going training and vehicle orientation	

Application Form

Name:	Date of Birth
Address:	Phone:
Email:	Mobile:

Education

Secondary level reached:	
Tertiary qualifications:	
Courses completed relevant to position	Level of Training

Languages spoken

Previous Employment. Please show most recent employment first.

Dates	Employer	Responsibilities

***additional papers or resume may be added /attached to this application**

Do you have any health conditions/disabilities that may impact upon your employment in the position that is the subject of this application

Yes/No (please circle)

If so please state them and how these issues may be addressed

References: Please provide names of two work related referees.

Name:		Phone:	
Name:		Phone:	

Licence

Drivers Licence No:	Class:
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St George Community Transport (STGCT) has a commitment to protect and not place at unreasonable risk vulnerable people, members of the communities we serve, the STGCT workforce and anyone who enters a STGCT workplace.

STGCT conducts ongoing Working with Children Checks, Police Checks and Drivers Licence Checks in order to meet this commitment and legislative requirements.

RMS-Drivers Licence Check

St George Community transport conducts ongoing Drivers Licence Checks (DLC), for all drivers, as part of its ongoing duty of care responsibilities concerning road safety as well as to encourage the promotion of good driving practices.

DLC is supported by the Road Transport (Driver Licensing) Regulation 2008.

Do you consent to:

- a police check being performed every 3 years
- completing a Prohibited Employment Declaration under the Child Protection (Prohibited Employment) Act
- completing RMS Drivers Licence Check

should you be selected as the preferred applicant

Yes /No (please circle) **Signature**.....

If born outside of Australia please attach proof of citizenship, permanent residency or proof of legal entitlement to work in Australia.

I declare that the above information and the information contained in my written application letter are true and correct, to the best of my knowledge. I understand that should any of the information supplied by me be found to be false, I am liable for disciplinary action that could lead to my dismissal.

If I am offered employment I agree to:

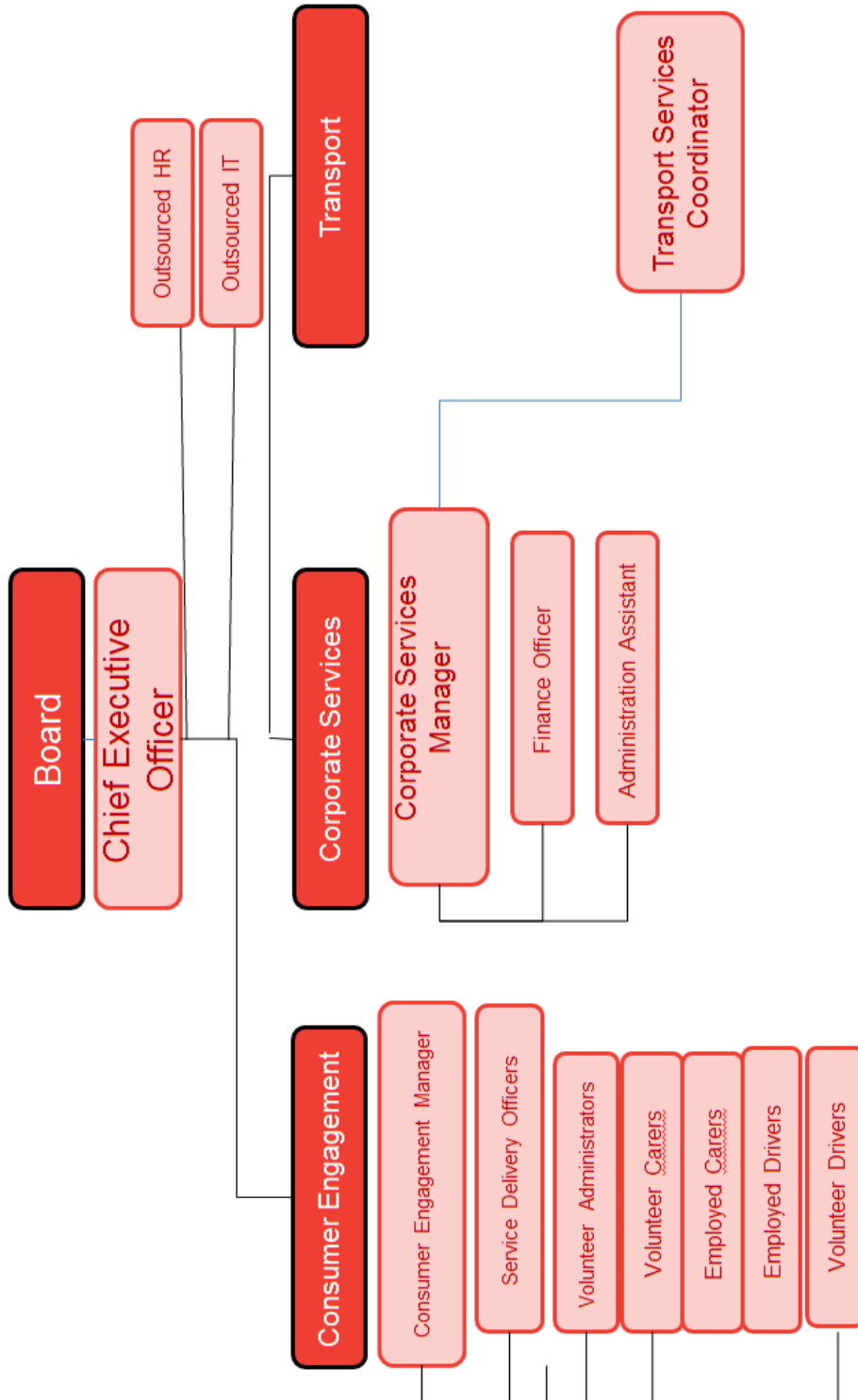
- *protect Service User's confidentiality;*
- *respect the rights of team members & Service Users;*
- *not act beyond the duties of my position; and*
- *Abide by all policies and procedures set by the Governance Body.*

Please ensure you have read all documentation referred to in the Employment Information Package and your application letter addresses all essential & desirable criteria listed in the job description.

Signature

Date

Organisational Chart





OUR VISION

St George Community Transport will become a leader of excellence in the delivery of Community Transport Services through its ability to foster productive partnerships in the community through the use of its capacity and efficient infrastructure.

OUR MISSION

Is to support the frail aged, people with disability, their carer's and other transport-disadvantaged people with an efficient and equitable transport service.

OUR VALUES

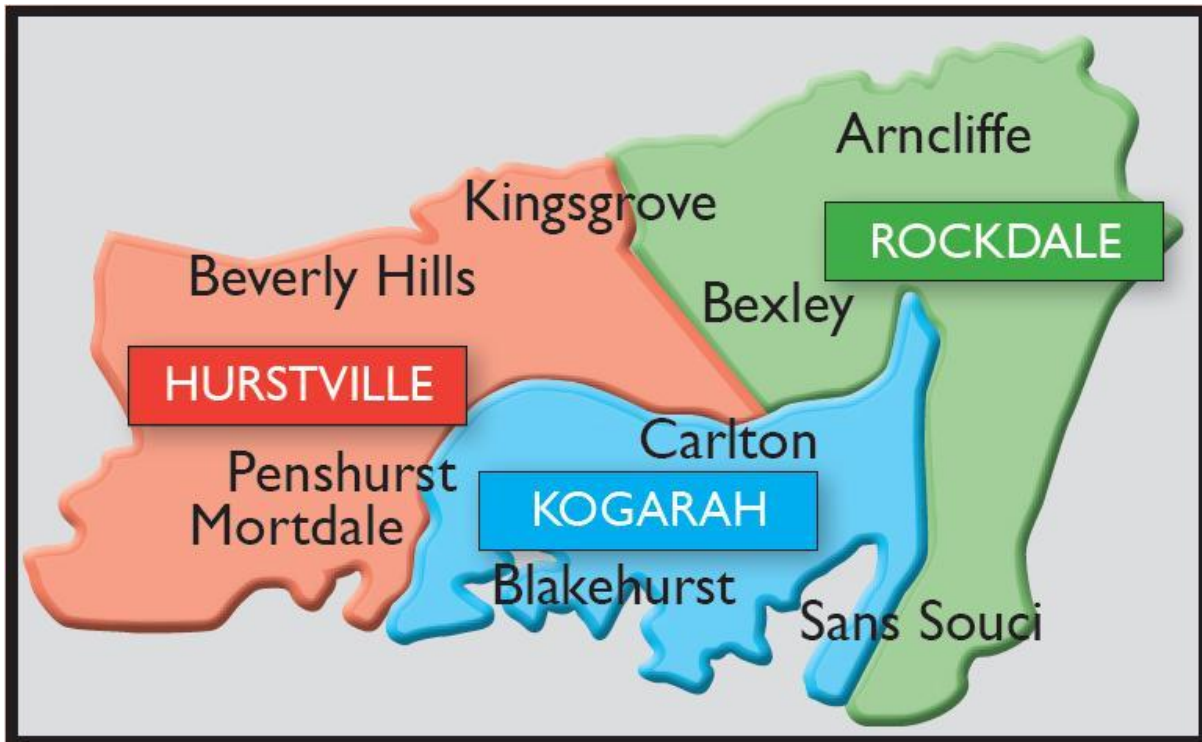
- Our Clients will be valued as individuals;
- Clients will be assisted to maximize their mobility;
- Clients will be supported to make choices in their own lives;
- Clients will be treated with dignity and respect;
- Access to services is equitable and non-discriminatory;
- The community will be provided with a safe, comfortable and reliable service.

OUR COMMITMENT

St George Community Transport is committed to:

- Ensuring that transport disadvantaged people and organisation's are aware of the Service and the support it provides;
- Providing opportunities to improve social participation, to maintain or promote a person's capacity to live as independently as possible;
- Providing a person-centered approach to service delivery, promoting wellness and active participation in goal setting and decision making;
- Providing timely and flexible services that respond to a person and their carer's needs and circumstances;
- Developing collaborative relationships with other service providers for the benefit of people using the service;
- Recruiting and retaining suitable team members to ensure that the service is able to provide an efficient quality service;
- Providing and maintaining an efficient, cost effective and accountable organisation.

Our Region



Important region statistics:*

- The region has a total population of 232 000
- Residents over the age of 60 account for more than 20% of the population
- The percentage of clients over the age of 60 is increasing
- More than half the community comes from a non-English speaking background
- Approximately 4.7% of the population has a disability that requires support to be independent

*Source: Australian Bureau of Statistics, 2011 Census