

POSITION DESCRIPTION

Community Bus Driver

Position	Community Bus Driver
Classification Level	3
Location	Wadeye
Reports to	Community Services Manager

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

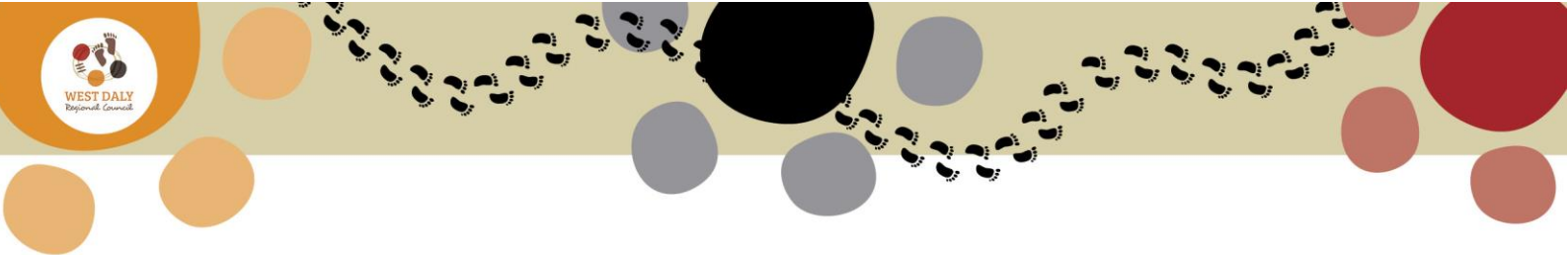
A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

- Service** Work performed is of the highest quality, innovative and solutions focused.
- Ethical** Applies the highest standards of integrity and ethical conduct.
- Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.
- Discretion** Makes appropriate decisions, sound judgements and communicates effectively.
- Safe** Work practices performed apply and promote Work Health Safety standards.



POSITION

This position will provide exceptional customer service in the provision of transporting Wadeye residents between community locations in a timely and safe manner over specified routes including; school and activity services within operational, organisational and legal requirements.

ROLE RELATIONSHIPS

Internal

Community Services Manager
Civil Works Supervisor
Other Council Staff

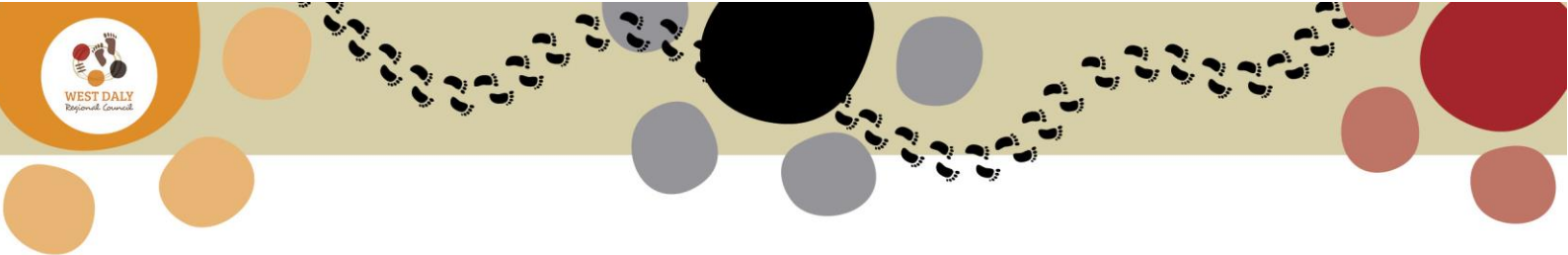
External

Community and Homelands Residents
Community Organisations

DUTIES

Primary Tasks

- Provide community transport bus services, activities and programs for residents of the Wadeye community, children and young people during school holidays and other Council related activities as required;
- Assist residents during outings, activities or programs and at all times provide courteous, caring customer service;
- Ensure the council bus is cleaned and well maintained at all times;
- Operate the Council bus to ensure a safe and comfortable ride for passengers at all times;
- Adhere to precise schedules as much as possible;
- Adjust driving according to traffic and weather conditions;
- Undertake pre-departure checks in accordance with procedures;
- Perform non-driving office-based duties as required;
- Report delays, accidents, incidents and vehicle defects in a timely manner;
- Complete and comply with all operational reporting functions, including but not limited to Bus Operator reports, Incident, Hazard and Accident forms and processes;
- Maintain a high and professional standard of customer relations towards passengers at all times;
- Performs all tasks in a safe manner, ensuring compliance with Legislation, Australian Standards, Codes of Practice and all internal safety policies and procedures;
- Utilise radio communications systems;
- Provide information through reports regarding bus stop infrastructure, bus running times and other related matters as reasonably required;
- Participate in work meetings including disciplinary and/or performance management processes;
- Undertake and record daily and weekly vehicle checks and notify the Director of Council and Community Services of any concerns, maintenance and/or repairs needed.
- Keep relevant logs and statistics as required.
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the areas WH&S.



RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the WHS Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Council Services Manager.

SELECTION CRITERIA

Essential Qualifications & Experience

- Previous experience in a similar position.
- Experience working and living in an Indigenous community.
- Current Northern Territory Driver's Licence with "H" Endorsement and "LR" rigid licence
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.
- Good interpersonal skills and friendly disposition.
- Sound knowledge of the principles of Workplace Health & Safety.



Knowledge, Skills & Abilities

- Ability to work with limited supervision and direction.
- Knowledge of the local community.
- An appropriate qualification or experience or a willingness to undergo appropriate training.
- Ability to read and write.
- Good communication and interpersonal skills together with a friendly disposition.
- Ability to work with a culturally diverse range of people.

APPROVAL

Matthew Eastham

Matthew Eastham ASM
Chief Executive Officer

Dated: 21 December, 2021

Updated	28.4.2023
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Version	1.0
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