



A.B.N 15 113 807 419

# **Volunteer Driver**

## **Position Description and Terms & Conditions**

**Pushing Barriers Incorporated Association (PB)**

**is a not-for-profit association which provides youth with a refugee background, opportunities to play club sport**

### **STATEMENT OF COMMITMENT**

Pushing Barriers is committed to providing services to refugee children and young people to assist them to engage in community, experience inclusiveness and be welcomed in to the Australian culture and society through sport. Our organisation is committed to promoting and protecting, at all times, the best interests of youth involved in its programs and ensuring the safety and wellbeing of all children and young people.

### **ORGANISATION OVERVIEW**

Pushing Barriers is a not for profit association with the primary objective being to advance and improve the lives and welfare of children and young people with a refugee background by providing them with opportunities and funding to be included and welcomed into Australian culture and society through sport.

Pushing Barriers is an inclusive organisation and welcomes applications from all. We seek to create an organisation that values diversity in age, culture, life experience and ability.

### **GENERAL**

To ensure that PB is able to provide a safe and comfortable environment for all of its PB Sports Person(s), and PB Representatives, we ask you to please read the following PB Position Description, Terms and Conditions, these can also be found on Volaby. If you understand and fully agree to abide by the conditions outlined in this document please acknowledge this in your Volaby application.

PB reserves the right, at our discretion, to modify or remove portions of our Terms & Conditions and Position Description duties at any time. Such modifications will be effective immediately and communicated to the PB volunteer driver by email. The changes will also appear on Volaby.

*Please read and become familiar with the following documents on Volaby:*

PB Youth Protection Policy and Procedure

PB Photography, Movie and Recordings, Procedures and Waiver

PB Risk Management and Insurance Policy

PB Reimbursement Policy and Procedures

PB Code of Conduct

## POSITION DESCRIPTION

PB relies on adult volunteers, who hold an open driver's licenses (or P2 provisional license), to regularly transport PB Sports Person(s) to and from a PB sports activities or PB/Sports club events using their personal vehicles without payment as per their roster completed through an online volunteering system called Volaby.

The position of PB Volunteer Driver with PB means that the PB Volunteer Driver performs driving duties on a voluntary basis i.e. without receiving remuneration for effort or transporting PB Sports Person(s) to and from PB Sports Activities or other PB/Club Events.

With your permission PB will compile an Activity Register of your PB Volunteer Driver services. This will be held for five (5) years. To assist with this record keeping you will be asked to complete a driver report through Volaby after each transportation.

### *Responsibilities*

- Transport PB sports persons to training and/or games on a regular basis
- Transport PB sports persons to PB and sports club events i.e. end of year presentation, end of year celebration
- Maintain accurate records and complete a driver report after each drive
- Communicate with PB program manager on a regular basis to update on availability, respond to rostering queries and report incidents or sports persons needs
- Adhere to road safety rules and laws
- Check roster and plan trips accordingly

### *Requirements*

- Current open or P2 provisional driver's licence
- Safe, registered and insured vehicle
- Knowledge of traffic laws and safe driving practices
- Good communication and interpersonal skills
- Current Blue Card
- Ability to maintain confidentiality

## TERMS AND CONDITIONS

Prior to being approved to provide PB Volunteer Driver services *you must provide PB with:* -

- Acceptance of the PB Volunteer Driver Position Description, Terms and as outlined below. This is completed in Volaby during the application process
- Proof of identity. This is completed in the Volaby application process by providing licence details, this will also be sighted during the interview process.
- Proof of possession of a current Queensland Government Blue Card. This is completed in the Volaby application process by providing Blue Card details, this will also be sighted during the interview process *For* information in relation to applying for a Blue Card refer to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)
- One (1) character referee. Name and phone number and/or email address is required.

- Proof of possession of current Motor Vehicle registration for each Nominated Vehicles that is to be used to provide PB Volunteer Driver services. NB only Nominated Vehicles can be used to transport PB Representatives

Prior to you being approved to provide PB Volunteer Driver services *PB will:*

- Review your application
- Facilitate a face-to-face/online interview with you
- Perform reference check
- Provide relevant induction training
- Link Blue Card to PB through the Blue Card Services register and ensure the Blue Card is current and approved
- Provide a written position description via email outlining the role and tasks that the PB Volunteer Driver is required to perform

Should any of the above checks be unacceptable to PB then PB may at its discretion reject your application to be a PB Volunteer Driver.

*PB expects its PB Volunteer Driver to: -*

- Participate in all relevant PB induction and relevant PB policy and procedure training sessions
- Be familiar with and adhere to all PB policies and procedures
- Only perform duties as outlined in the PB volunteer driver position description and terms and conditions
- Be open and honest with PB at all times
- Maintain confidentiality and privacy of PB information
- Respect the privacy and sensitivities of all PB representative(s)
- Report any concerns or incidents to PB program manager
- Operate under the direction of PB Program Manager and agree to follow the directions of any PB sports activity organiser or official (whether from PB or not) and acknowledge that any misconduct or refusal by you to follow directions may result in the cancellation of your association with PB.
- Support PB's aims and objectives as set out in "Aims and Objectives"
- Let PB program manager know if there are any changes with regards to your drivers licence, car registration or safety of your vehicle
- Let PB program manager know if PB can improve its services or the support provided to the PB Volunteer Drivers

### *Reimbursement*

PB Volunteer Driver(s) can request to be reimbursed for fuel. The reimbursement amount will be calculated according to the distance travelled

### *Safety*

PB expects its PB volunteer drivers to:

- Abide by the law and to drive safely at all times
- Notify PB of any health and safety, or driving health and safety, related issues or potentially hazardous situations that may pose a risk to you or any PB persons as soon as reasonably practical by telephone or email
- Where applicable, follow safety protocols provided by PB for individual situations including but not limited to known safety concerns i.e. PB participants behaviours, difficult home situations etc
- Notify PB of any illness that could affect your ability to drive safely
- Not use handheld mobile phones and communication devices whilst driving

- Ensure that seatbelts are used by yourself and all passengers
- Ensure that the seatbelts are in working condition and abide by the Queensland standard regarding seatbelts
- Not drive under the influence of drugs or alcohol

*PB Volunteer Driver will be expected to comply with the following general procedures and guidelines and agree to: -*

- Drive safely
- Comply with the law at all times
- Be punctual and drive to and from PB sports activity grounds and or PB events as directly as possible
- Immediately notify the PB program manager should you not be able to drive so that a replacement PB volunteer driver can be arranged
- Be open and honest with PB at all times
- Behave appropriately and courteously to the PB sports person(s), all other PB representatives and the public during the course of being a PB volunteer driver
- Provide PB proof of possession of a current Australian driver's license
- Provide PB proof of possession of a current Motor Vehicle Insurance(s). (Minimum third-party insurance for each nominated vehicle that is to be used to transport PB representatives)
- Complete the activity/driver report in Volaby within 24 hours of the PB sport activity or PB event
- Respect cultural diversity
- Report any breach of the Youth Protection - Policies and Procedures to PB Management

*Note: -*

- Female PB volunteer driver will not be expected to transport a single male sports person without having 'another person' present in the car, unless authorised by a PB manager and agreed to by the driver
- Male PB volunteer drivers cannot transport a single female sports person without having 'another person' present in the car.

### *Confidentiality*

PB will respect the privacy and maintain confidential information pertaining to the PB Volunteer Driver.

The PB Volunteer Driver will maintain and respect the privacy and confidentiality of all PB information and PB representatives.

### *Medical Treatment*

If you require medical treatment, or incur medically related costs as a result of your participation as a PB volunteer driver whilst driving to or from a PB sports activity or a PB/club Event, PB will:

- arrange for you to receive such medical or surgical treatment as may be deemed necessary by the person who has the care of you at the relevant time
- attempt to communicate with your family

In case of an injury or accident whilst transporting PB sports person(s) or other PB representatives, PB management should be informed immediately so that they can contact

the parents/guardians of the PB sport person(s) and possibly assist with medical or hospital arrangements

Note: -The PB Volunteer Driver could be liable to pay or reimburse any costs which may be incurred by PB as a result of PB organising medical assistance or medical attention i.e. medication or other expenses

## **Definitions**

In this agreement unless the contrary intention appears, the singular includes the plural and vice versa

“Pushing Barriers Inc.”	Will be referred to as PB
“Registered address”	1 Westlink Court, Darra
“Adult”	Person over eighteen (18) years of age
“Another person”	Can be a family member, caregiver, guardian or any PB Representative
“PB authorised person”	PB Manager who will liaise with “InterCheck”
“Volaby”	Volaby volunteering program
“Nominated vehicle(s)”	The vehicle(s) used by the PB Volunteer Driver which are registered with PB as the vehicle(s) to be used to transport PB Representatives
“PB event”	An event organised by PB i.e. a fundraising evening
“PB manager”	The President of PB Inc.
“PB representative(s)”	PB Volunteers, PB paid staff, PB Administrators, PB Supervisors, PB Manager, PB Team Liaison Officer, PB Sports Person(s) and family members, and other persons who represent PB
“PB supervisor”	A PB Representative to whom the PB Volunteer Driver is assigned. The PB Supervisor will answer questions and provide feedback
“PB volunteer”	An adult PB Volunteer Driver or PB Volunteer Administrator over the age of eighteen (18) years of age who provides services to PB without being paid
“PB sports activity”	PB training or PB fixture event
“PB sports person(s)”	A youth with a refugee background, under the age of eighteen (18) years of age who participates in club sport and has registered as part of the PB organisation
“PB website”	Refers to the PB Website <a href="http://www.pushingbarriers.org">www.pushingbarriers.org</a>
“you”	Refers to the PB Volunteer Driver
“youth, young person or child”	Youth under eighteen (18) years of age