



POSITION DESCRIPTION

JOB TITLE	Shuttle Driver
BUSINESS UNIT	Safety, Security & Information
REPORTING TO	Security Manager
LOCATION	Armidale
CLASSIFICATION	Passenger Vehicle Transportation Award 2010
DATE	April 2021

PURPOSE OF THE POSITION

UNE Life Campus Courtesy Vehicle will provide shuttle services to students of the University of New England (UNE) community.

The Shuttle Driver will be responsible for driving passengers to/from locations including UNE campus and around local area/s.

ORGANISATIONAL CONTEXT

UNE Life is a wholly owned, not-for-profit entity of the University of New England independently governed by a Board of Directors and managed by a Director. We are a business dedicated to enhancing the experience of our students, staff and community through the provision of quality and innovative service both on-campus and off campus in the wider Armidale community.

UNE Life is divided into five (5) business units:

- Commercial Services - incorporating our retail outlets, restaurant and cafes, catering and cinemas businesses.
- SportUNE – incorporating our gym, on campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information/Event Management
- Corporate Services – finance, governance, information management and human resources.
- Student Experience – incorporating Tune FM (student radio) and Advocacy and Welfare Services.

Our success to date has been built upon our ability to deliver a financially viable business whilst maintaining a relentless focus on performance and service excellence.



KEY ACCOUNTABILITIES

Duties will include, but not be limited to:

1. Provide a high level of customer service to students, maintaining UNE Life's excellent reputation at all times;
2. Carry out requested driving duties as and when required, with due consideration at all times for the needs, comfort and safety of all passengers;
3. When not transporting passengers, the Campus Transport Officer is expected to maintain a presence by continuing to drive in and around the campus;
4. Responsibility for the general day to day operational use of the vehicle, including maintaining fuel, oil, water and tyres, conducting a general safety check of vehicle and exterior bodywork as per the University's Vehicle & Mechanical Services (VMS) Guidelines;
5. Identify and respond to any emergency, and complete the relevant incident report;
6. Comply with UNE Life's policies and procedures relating to equal opportunity, risk management, records management, Workplace health and safety and quality assurance as they apply to this position;
7. Undertake reasonable directives of the employer and any other duties required by the Manager as directed by UNE Life Management.

LEADERSHIP ACCOUNTABILITIES

- Espouse UNE Life values
- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.
- Promote a harmonious and inclusive workplace free of discrimination, harassment and bullying.

KEY RELATIONSHIPS

- Direct Reports:
 - N/A



- External Stakeholders
 - Community
 - UNE Students
- Internal Stakeholders:
 - UNE Life Colleagues

SELECTION CRITERIA

1. Good driving record, no infringements within last 2 years and an ability to drive vehicles in accordance with UNE/ UNE Life policies, obeying NSW traffic laws at all times.
2. Demonstrated commitment to providing a high level of customer service at all times.
3. Demonstrated ability to communicate with a range of people.
4. Demonstrated capability to maintain accurate vehicle and user records.
5. Flexible approach to working arrangements.
6. Awareness of WHS, risk management best practice.

SPECIAL REQUIREMENTS

1. Willingness to work weekends and nights, if required.
2. Current NSW LR Drivers Licence, with a clean driving record
3. Current First aid certificate
4. Working with children check

This role requires the following personal attributes:

- ✓ Pleasant, approachable personality with a patient manner;
- ✓ Reliable and trustworthy, strong sense of responsibility and ability to maintain confidentiality;
- ✓ Ability to use good judgement;
- ✓ Able to demonstrate empathy – to enhance the student experience.

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.



Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

