

# Joondalup RYDE Driving Mentor Position Description

Position Description	
<b>Title</b>	Joondalup RYDE Volunteer Driving Mentor
<b>Service Unit</b>	Youth Services
<b>Business Unit</b>	Community Development and Library Services
<b>Directorate</b>	Planning and Community Development
<b>Reporting to</b>	Community Youth Worker

## Key Objectives

Mentor young people aged 16-25 years who require support to complete their 50 Log Book hours supervised driving experience required under the WA Licensing Laws to obtain their driver's license. Volunteer Mentors are to help develop positive non-judgmental and empowering relationships with young people while promoting safe driving attitudes.

## Key Accountabilities/Statement Of Duties

- Work with RYDE program stakeholders including clients, Program Coordinators, Volunteer Coordinator, Vehicle Manager and Program Manager.
- At all times adhere to RYDE program Policies and Procedures including the Supervising Driver Conduct Agreement and the Privacy and Confidentiality Guidelines.
- Complete a series of online induction modules covering areas of the program, and complete ongoing training where required.
- Complete a practical driving session with the City's RYDE partner driving school.
- Sight client's valid Learner's Permit before each session.
- Perform a vehicle safety inspection with the young person before proceeding with the session.
- Facilitate a discussion before and a debrief post driving session with a clear focus on the strengths of the young person.
- Complete Support and Driving notes at the conclusion of each driving session.
- Adhere to professional and personal boundaries to avoid confusion or the misinterpretation of actions.
- Adhere to traffic laws. Mentors will be liable for their own fines and infringements whilst driving the vehicle.
- Be alert at all times whilst on the road and in the event of an emergency, be prepared that you may have to take control of the vehicle.
- Report any maintenance issues, damage or other incidents on the day of observance using the appropriate incident form. Anything not reported may deem you liable.
- Car Logbook is required to be filled out at the start and end of each shift.
- Refuel vehicle if the fuel gauge has fallen below one quarter full. Contact Program Coordinator if unable to complete at the time.
- Be available for SMS communication.

## Training

Volunteer Driving Mentors will be provided with the following training:

- Driving information session.
- Online induction.
- Onsite and vehicle induction.
- Regular training and support.

## Position Requirements

### Essential Criteria

- Aged 23 years or older.
- Hold a current C class Drivers Licence for four years or more continuously.
- Current Working with Children Check (or willing to obtain one).
- Current National Police Check (or willing to obtain one).
- Driver record history summary of previous infringements/offences.
- A minimum of two references.

### Desirable criteria

- Good communication skills and ability to relate to and work with young people.
- Ability to follow agency policies and procedure.
- Ability to use web-based data software on an iPad or willingness to learn.

## Hours/Frequency of work

Self-managed online booking system.

## Working Relationships

### Internal

- Program Coordinator
- Volunteer Coordinator

### External

- Young Person
- Partner Driving School.

## Acceptance

I (Volunteer Driving Mentor Full Name) \_\_\_\_\_  
hereby confirm my understanding and acceptance of the duties, responsibilities and all other requirements as detailed in this document.

Signed:

Date: