



Position Title:	Courtesy Bus Driver
Award:	Registered and Licensed Clubs Award 2020
Department:	Guest Services
Reports to:	Reception & Accommodation Manager
Financial Accountability:	Nil
Supervisory Accountability:	Nil

Position Summary:

The role of the Courtesy Bus Driver is to transport Club patrons to and from the Club in a friendly, timely and safe manner. The incumbent is also responsible for a variety of other Club duties to assist in the running of Club operations on a day to day basis, including meeting and greeting members and guests.

Key Responsibilities and Objectives:

- Transport members and guests in a safe manner, adhering to all RSA and dress code regulations. Enforce Club rules on bus as required to ensure the comfort and safety of all passengers (i.e. no glass alcohol containers, no illicit language, no moving around whilst the bus is in motion).
- Operate bus service as per bus bookings sheet and roster.
- Maintain fuel, log book, daily inspection report and cleanliness on buses. Ensure any maintenance or fault issues are reported.
- At all times, drive within the legal speed limit and obey all road rules.
- Assist members and guests getting on and off the bus when required.
- Sound knowledge of 'What's On' Club offerings, as well as knowledge of the local Echuca/Moama area and streets.
- Correct use of all bus mechanisms including but not limited to, safety jacket, mobile phone, door operation and step operation.
- Conduct mail pick up and parcel delivery as required.
- Assist with greeting/guest sign in, clean and clear, set up and pack down tasks as required during periods when the bus is not being driven.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

Key Selection Criteria:

1. Current Victorian/NSW driver’s license (preferably rigid vehicle license) *
2. Current NSW Responsible Service of Alcohol (RSA)
3. Commercial passenger vehicle or other commercial driving experience
4. Knowledge of Echuca/Moama area and streets
5. Ability to manage time and set priorities
6. Ability to work to a high standard with minimal supervision and commitment to work as part of a team.
7. High level of personal presentation and grooming
8. Good interpersonal skills, with a friendly manner when dealing with public and other staff members.
9. Available and willing to work weekends, public holidays and variable shifts as required.

**The incumbent is personally accountable for all traffic offence/speed infringement notices incurred whilst they are personally driving a bus. The incumbent is required to report any personal license infringements that may affect their ability to undertake their role.*

Key Relationships:

Internal: Gaming Manager, Duty Managers, Reception staff, FOH staff

External: Members and their guests, general public

Key Club Requirements	
Adhere to Club Values	<p>The values that we will live by in pursuit of our vision and mission are as follows:</p> <ol style="list-style-type: none">1. EXCELLENCE We relentlessly pursue the best outcomes from all our endeavours. We work collectively and harmoniously to achieve our vision and do not tolerate mediocrity.2. BOLDNESS We want to be bold, innovative and willing to take risks in a responsible manner in pursuit of our vision and mission. We want to be welcoming of change and technology as an opportunity to enhance our Club and the benefits that we can provide to our members.3. FUN Our offering to our members and visitors is Entertainment. A happy, fun environment is contagious and essential to success. We want the best available staff because we’re a fun place. We want Rich River to be ALIVE WITH FUN.4. ADAPTABILITY In a highly competitive industry we must be prepared to change. Whether driven by legislative, technological or market forces we must continuously refresh our offerings to remain competitive.5. RESPECT We accept and respect one another, our members and our visitors regardless of gender, age, race, disabilities or beliefs. We respect our environment and ensure safety and sustainability.

	<p>6. COMPLIANCE</p> <p>We conduct our business and ourselves in a lawful and socially responsible manner. Through good governance and responsible management, we manage our resources to ensure the ongoing sustainability and involvement of our club.</p>
Workplace Safety Responsibilities	<ul style="list-style-type: none"> • Perform role in a safe manner by adhering to RRGC Health and Safety policies, regulations and agreed safe work procedures and report immediately any potential hazards and/or incidents occurring in the workplace. • Adhere to emergency procedures as detailed in the RRGC Emergency Procedure. • Ensure compliance with manual handling practices.
Code of Conduct/ Behaviour	<ul style="list-style-type: none"> • Demonstrate practice within the Vision, Mission and Values of RRGC. • Assist in establishing and maintaining effective communication systems within the Club and promote and maintain an environment of teamwork and professionalism. • Work in accordance with relevant legislation, Standards and Policies (as applicable to role), e.g. Registered and Licensed Clubs Award 2010.
Education/Training	<ul style="list-style-type: none"> • Demonstrate commitment to personal and professional development. • Participate in professional development, with the department manager, identifying key areas for professional and personal growth.

Endorsement: I have read and understand the requirements of this role.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____