Volunteer Role Description

Technical Services Department

**Title:**  Walking School Bus Volunteer (WSB)

**Goal:**
Our Walking School Bus program provides a safe, healthy and fun way for children to travel to and from school. Volunteers supervise school children walking to and from school in a group. You can promote healthy, active lifestyles and more sustainable transport for school children by volunteering to support your local Walking School Bus.

**Tasks:**
We would be very happy if you would do and achieve as follows:

Children arrive at school and home reliably and punctually
- Assist the development of walking routes, timetables and rosters in conjunction with the Walking School Bus Volunteer Coordinator
- Attend all required training and meetings
- Liaise with School and Council contacts about WSB operations

Children enjoy active participation in the program
- Greet and assist children to walk safely to and from school
- Promote Walking School Bus in the School newsletter

All participating children and adults are protected
- Operate the bus according to the timetable, operational and safety guidelines including monitoring and reporting on results, hazards, accidents, etc.
- Maintain records including route maps and contact register

Participation is encouraged and increased
- Encourage new volunteers to join, support new applicants with information, forms and peer support
- Welcome all new children and support parents to complete WSB registration processes

**Commitment:** Flexible, subject to volunteer availability

**Scheduling:** Shifts are before and/or after normal school hours

**Worksite:** To and from nominated school and nominated starting point on allocated route
Benefits:

- Gain and demonstrate experience in a leadership role
- Develop friendships and networks at your local school
- Decrease traffic around your local school
- Strengthen relationships between Council and community
- Deliver children on the bus to school alert and ready to learn
- Provide a safe, social and healthy environment for children
- Receive invitations to volunteer networking and social events when available

Volunteer support:

- Induction training
- Access to a staff contact for supervision and support
- Materials and equipment, including use of a safety vest
- Volunteer insurance (limited coverage)
- Peer support from your volunteer team

Requirements:

Essential

- Reliability, punctuality, enjoyment and interest in working with children
- Knowledge of and commitment to current Road Safety Rules
- Sufficient English fluency and reading ability to interpret and communicate rules accurately
- Able and happy to follow reasonable instructions
- Access to a fully charged mobile phone for every rostered WSB shift

Background checks:

Our selection process requires background checks and results as follows:

- Successful interview
- Working with Children Check – valid, with no findings
- Two verbal reference checks to verify suitability, a minimum of one professional referee

Program leader and liaison:

Transport Project Officer: Lisa Bagnati

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