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## Terms of Reference BUS SERVICE

### About Vanuatu Aquatics

Vanuatu Aquatics Federation is the FINA national governing body in Vanuatu and oversees FINA disciplines (swimming, open water, water polo, diving and synchronized swimming). It is the primary mission of the VAF to develop and promote swimming as both a recreational and competitive sport throughout the country.

In its early stages, the VAF recognizes that the key to developing a solid foundation is to develop the grassroots of the sports; to encourage ni-Vanuatu children throughout the islands to participate in swimming for fun as well as competition. To reflect this grassroots development, the VAF has developed an initial 5-year strategic plan that focuses on three core objectives:

**Development** of swimming as a healthy sporting activity. This includes the creation of training materials, swim curriculum for PE in schools and supporting the development of local swim clubs that will become members of the VAF.

**Competition** at local and provincial level. This includes setting up open water races, local swim meets as well as provincial swim leagues that are officiated by the VAF and recognized by the international swimming federation, FINA.

**Sustainability** of the VAF and its resources. This includes ensuring that the VAF is performing to meet its objectives, is accountable to its members and sponsors, and is managing its resources as effectively as possible.

### VAF Commitment to Safeguarding

Vanuatu Aquatics Federation is a child safe and friendly organization and may ask all applicants to sign our Safeguarding Children Policy and undergo police check.

**Find below detailed terms of reference for the position:**

<b>Contracted period</b>
From: dd/mm/yyyy To: dd/mm/yyyy
To be confirmed when contract is to be signed.
<b>The Services</b>
VAF is organising activities in communities from urban to rural and require a Bus service to transport its employees and swimming equipment.
The service will be from Mondays to Fridays: Buses need to confirm availability for all these days.

Pick up will be at VAF Office.

Drop off will change every day (see next section with the list of current destinations).

Each activity is between 2 hours to 3 hour and we will require to be picked up again at the end of each activity to be dropped back at the office.

### Location & Schedule

List all your locations here

VAF will confirm the week the destinations and pick up (one way & return).

Please provide your prices here:

Destinations	Price one way	Price Return

### Requirements

Apply per email or drop your application to VAF Office located at Exfol

Phone: +678-7735011/5486813

Contact person: Louisa Pedro Kalman: [lpedro@vanuatuaquatics.com](mailto:lpedro@vanuatuaquatics.com)

All application must include the following information

- Work history, if you have already been contracted by a company to run regular bus service.
- Business Licences
- Insurance 2024.
- Price list (one way and return trip) for the locations listed above
- For each approved bus driver, a copy of a valid driver's license (police check will be organised by VAF if your application is approved).
- Proof of regular servicing.
- Bus must be in good condition.

- Bus owner with multiple bus in operation is a plus.

### **Remuneration**

The Bus Owner will provide a weekly invoice with the dates, pick up times and number of staff transported using the approved price list, for all the trips completed the past 7 days.

Invoice will be dropped off at the office or email to our Program Coordinator.

The payment will be organised within 1 to 2 days directly to your bank account in Vanuatu (currently payment are done every Wednesday).

We recommend you use BRED account so that you can receive simultaneously into your bank account once the bank transfer is approved.