

# Position Description

## Casual Bus Driver



### WHO ARE WE

We are a team of committed educators and support personnel who fundamentally believe that that students learn best when they feel safe, respected, and are genuinely engaged and challenged by purposeful, creative, differentiated opportunities to learn about themselves and the impact they can make in the world they live in.

### Vision

Together, creating an authentic learning community where students and staff flourish with Christ at the helm.

### Mission

To provide quality Christian education, strong foundations for life and learning.

### Our Core Belief

Every child is unique and created in God's image.

### Foundations for life and learning

#### Life

Faith – We seek God with all our heart

Compassion – We rise by lifting others

Integrity – We do what is right not what is easy

Courage – We stretch ourselves beyond what is comfortable

#### Learning

Question – We learn to question so we can question to learn

Create – We are created to create

Improve – We improve by failing forward

Communicate – We seek to understand to be understood

### ROLE DESCRIPTION

The Bus Driver is to provide safe transport of students to and from College. Additional charter work may be available from time to time between morning and afternoon school runs for sport, excursions or camp transfers.

Hours of Work: Minimum of 4 hours per day on school days.

*(2 x 2 hour shifts, morning and afternoon – School Term time only)*

### ACCOUNTABILITY

Bus Driver is accountable to the Transport Coordinator

### KEY INTERNAL RELATIONSHIPS

- Transport Coordinator
- Executive Team
- Admin Team

## SKILLS AND ABILITIES

- Knowledge of Queensland Transport Operator Accreditation as it pertains to school transportation
- Ability to establish and maintain effective relationships with students, parents, and other staff
- Ability to understand and follow rules, oral and written instructions, and regulations
- Awareness of Workplace Health & Safety policies & procedures
- Minimum MR class licence

## PHYSICAL REQUIREMENTS

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 6 metres.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Ability to exert up to 25 kg of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires sitting for long period and requires intense concentration in all driving conditions.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical office and classroom equipment, and move about the work area.

## PSYCHOLOGICAL REQUIREMENTS

- Handle stressful situations calmly and effectively
- Anger management and conflict resolution
- High level of emotional resilience
- Demonstrate strong social skills and relatability

## ADDITIONAL REQUIREMENTS

- Minimum MR class licence
- Current “Queensland Drivers Authority”
- Current “Queensland Working with Children Blue Card” or obtain prior to commencement
- Current “First Aid Certificate with CPR” or willing to obtain one

## KEY DUTIES AND RESPONSIBILITIES

- Provide safe and timely transport services for the College community
- Operate the school bus in a safe, efficient manner according to all relevant legislation, policies and procedures. Obeying all laws, regulations and codes of conduct while observing all road rules and speed limits
- Report all Traffic Infringements to Transport Coordinator as soon as practicable
- Perform pre-trip safety maintenance checks and document in line with vehicle inspection procedures
- Identify any defects and report to Transport Coordinator for maintenance or repairs
- Ensure the school buses are in good operating and roadworthy condition at all times
- Perform minor maintenance duties
- Report delays, accidents, or other traffic and transportation situations to Transport Coordinator as soon as practicable
- Pick up, drop off and collect students in accordance with the assigned transport schedule
- Ensure the safety of students / passengers

- Maintain order and discipline on the bus, report any breaches of the Code of Conduct by students
- Keep accurate record of attendance on bus
- Ensure bus is kept in a clean and tidy condition at all times. Post-trip and regular bus cleaning schedule maintained to a high standard
- Ensure the bus is safely and securely stored - close all windows, hatches and lock the bus, this is a security issue and must be adhered to
- Ensure a safe and hazard-free workplace environment by reporting any health and safety hazards. Comply with College workplace health and safety policy and procedures at all times
- Work cohesively as a team members and as required, assist team members to ensure all work tasks are completed
- Other duties as requested by Transport Coordinator or College Executive