



## Position Description

### Bus Driver (part time)

#### WHO ARE WE

We are a team of committed educators and support personnel who fundamentally believe that each child is unique and created in God's image. Together, with our students, parents and local churches and businesses, we are creating a learning community that authentically seeks to see each student flourish and grow in their own individual gifts, abilities, and passions. With Christ at the helm, we aim to provide quality Christ-centred education as a foundation for life. Our practices are rooted in the belief that students learn best when they feel safe, loved, 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.

#### ROLE DESCRIPTION

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

**Hours of Work:** Determined by the specific Bus route and Transport Schedule

#### ACCOUNTABILITY

Bus Driver is accountable to the Business Manager

#### KEY INTERNAL RELATIONSHIPS

- Business Manager
- Admin Team
- Executive Team

#### KNOWLEDGE, SKILLS and ABILITIES

- 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

#### ADDITIONAL REQUIREMENTS

- The position holds a high level of responsibility for student safety, and the driver is required to maintain intense concentration in all driving conditions.
- Physical ability and dexterity to perform the duties and responsibilities of the job
- Current Victoria Drivers Licence (LR/MR and/or Car). Level subject to size of Bus – the school has multiple buses.
- Current "Victorian Working with Children Check" or obtain prior to commencement
- Current "First Aid Certificate with CPR" or willing to obtain one
- Satisfactory Police Check

## 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 the Business Manager as soon as practicable
- Perform pre-trip safety maintenance checks and document in line with vehicle inspection procedures
- Identify any defects and report to the Business Manager for maintenance or repairs
- Ensure the school buses are always in good operating and roadworthy condition
- Perform minor maintenance duties
- Report delays, accidents, or other traffic and transportation situations to the Business Manager 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 the bus is always kept in a clean and tidy condition. Post-trip and regular bus cleaning schedule maintained to a high standard. This includes:
  - Daily check and clean (as required) of bus windows
  - daily/weekly sweeping of the floor and wiping the seats and other internal areas of the Bus with a damp cloth and suitable cleaning solution (as applicable)
  - weekly/monthly washing the external of the bus
- 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. Always comply with College workplace health and safety policy and procedures
- Work cohesively as a team member and as required, assist team members to ensure all work tasks are completed
- Other duties as requested by Business Manager

Award & Conditions	VCMEA 2018
Title	School Driver
Classification	School Services Officer Category B, Level 1
Time	Part Time and casual roles available
Reports to	Business Manager and College Principal
Tenure	Contract 1 or 2 years Casual positions also available

<b>Prepared: Nov 2021</b>	<b><u>Date</u></b>	<b><u>Comment</u></b>
Updated/Reviewed:	<b>March 2023</b>	<b>Cosmetic changes</b>
Updated/Reviewed:		
Updated/Reviewed:		
Updated/Reviewed:		
Due for Review:	<b>Oct 2025</b>	

## Appendix I

<b>TRANSPORT SCHEDULE</b>		School days only, and subject to change
Murtoa bus run:		
	Morning	Travel to Murtoa, pick-up students at Murtoa 8:00am, arrive at St Brigid's College 8:30am
	Afternoon	Depart St Brigid's College 3:30pm, arrive Murtoa 4:00pm, return to Horsham*.
*Overnight Parking location of school bus to be negotiated with the successful applicant		
Nhill bus run:		
	Morning	Travel to Nhill, pick-up students at Nhill 7:30am, arrive at St Brigid's College 8:30am
	Afternoon	Depart St Brigid's College 3:30pm, arrive Nhill 4:30pm, return to Horsham*.
*Overnight Parking location of school bus to be negotiated with the successful applicant		