



## POSITION DESCRIPTION

<b>TITLE:</b>	College Bus Driver
<b>SUPERVISOR:</b>	Property & Maintenance Services Officer (as College Bus Fleet Coordinator)
<b>DEPARTMENT:</b>	Facilities Management
<b>REMUNERATION:</b>	Grade 1, Level 1 (incl casual rate loading) under the terms and conditions of the School Assistants (Non Government Schools) Award and Bethesda Christian College Enterprise Agreement and/or any industrial instrument that replaces or supplements the Award or Agreement
<b>NATURE OF EMPLOYMENT:</b>	Casual
<b>HOURS OF WORK:</b>	<p>The position is for 20 hours per week during school terms, and involves split shifts of 2 hours each morning and each afternoon on school days.</p> <p>Additional work will be available from time to time to support school excursions and related activities. Such work will be paid at the Grade 1, Level 1 casual rate.</p>
<b>OTHER CONDITIONS:</b>	<p>Bus drivers will be provided with:</p> <ul style="list-style-type: none"><li>• a staff uniform that should be worn at all times (2x shirt cotton/polo pa)</li><li>• a mobile phone allowance of \$4/week</li><li>• training for the renewal of your first aid certificate</li></ul>

### PURPOSE OF ROLE:

Emmaus Christian College Bus Drivers provide students with safe, reliable transport to and from school and excursions, where required. The Bus Driver contributes to the ethos and reputation of the College through safe, courteous driving practices and through positive interactions with students and other road users.

The Bus Driver reports to the Property & Maintenance Services Officer (as College Bus Fleet Coordinator).

### KEY AREAS OF RESPONSIBILITY:

***Please refer to the attached Code of Conduct for further detail regarding areas listed below.***

1. Bus Driver requirements
2. Bus Driver performance standards
  - Responsibility for the Safety and Well Being of Students
  - Responsibility for Loading and Unloading
  - Responsibility for Safe Driving Behaviour
  - Responsibility for Safe Operation of the Bus
3. Managing student behavior
4. Emergency/Incident management

## **EDUCATION, EXPERIENCE AND SKILLS**

### **Educational/Vocational Qualifications**

- HR licence
- Large passenger vehicle accreditation
- Current First Aid Certificate
- Appropriate medical clearance to drive a school bus
- Must be legally eligible to work in Australia

### **Personal Skills, Abilities and Aptitude**

- Ability to identify with and support the Christian ethos of the College
- Able to drive buses in accordance with the law
- Able to communicate clearly and effectively with students and other employees
- Reliable in attendance and consistent in the provision of reliable bus services
- Able to exercise a degree of independence in carrying out the requirements of the position with no immediate supervision present
- Interpersonal skills that enable a positive working relationship with other staff
- Strong commitment to working cooperatively with others to achieve College goals

### **Experience/Knowledge**

- Experience in driving large buses on busy metropolitan roads
- Experience in cleaning and carrying out basic maintenance checks on buses
- Good working knowledge of the road rules and practices relevant to the safe operation of buses
- Knowledge of work health and safety requirements relevant to the position

## **PERFORMANCE STANDARDS/ REVIEW**

A review is to be conducted at annually with the College Bus Fleet Coordinator. Performance will be monitored through bi-annual driver observation, regular vehicle inspection, feedback from parents/students and other relevant staff observing the behavior and performance of Bus Drivers and any other means consistent with the key areas of responsibility noted in this position description.

## **SUBMITTING YOUR APPLICATION**

**Closing Date: Monday 17<sup>th</sup> December 2018**

Applicants should provide:

- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A completed Emmaus Christian College "Application for Non-Teaching Position Form" (This form can be downloaded from our website [www.emmauscc.sa.edu.au](http://www.emmauscc.sa.edu.au) under About/Working at Emmaus)
- Applications can be emailed to [hheadland@emmauscc.sa.edu.au](mailto:hheadland@emmauscc.sa.edu.au) or posted to:

Mrs Heather Headland  
PA to Principal  
Emmaus Christian College  
Lynton Avenue  
SOUTH PLYMPTON SA 5038

### **CONTACT DETAILS:**

**Further enquiries can be made to Ben Raw (Business Manager) by phone 08 8292 3888 or email ([braw@emmauscc.sa.edu.au](mailto:braw@emmauscc.sa.edu.au)).**



**Emmaus**  
Christian College

**EMMAUS CHRISTIAN COLLEGE  
BUS DRIVERS  
CODE OF CONDUCT**

## Bus Driver details

- Name of Bus Driver .....
- Current bus driver's licence      Class .....      Expiry .....
- Current DPTI driver accreditation      Number .....      Expiry .....
- Current first aid certificate .....      Expiry .....
- Any requisite medical clearance      YES / NO      (attach as required)

## Bus Driver requirements

- Accessible/operational mobile phone on hand at all times      Number: .....
- Appropriately fitted fire extinguisher – tested/checked      ☐
- First aid kit on-board – appropriately stocked/checked      ☐
  
- Bus Drivers are required to wear neat casual clothes and maintain high standards of personal appearance and cleanliness. A staff uniform will be provided to each Bus Driver (2x shirt cotton/polo pa) and should be worn at all times
- Bus Drivers are expected to keep a record of time worked, which should be captured in the staff fortnightly timesheet, with attached excursion sheets (where applicable)
- Where a Bus Driver is unavailable for a scheduled work day, they should contact the College Bus Fleet Coordinator, as soon as possible (preferably 1 hour before shift commences) to arrange an alternate driver
- Bus Drivers are expected to arrive at the College with sufficient time, prior to departure, to enable a pre-trip safety and maintenance inspection of the bus and allow for any communication from the College that may be necessary. Time is also allowed at the end of each shift for final inspection at the completion of the run and to sweep/clean the inside of the bus. Any lost property must be returned immediately to the Front Office
  
- Bus Drivers are expected to exhibit the following behaviours:
  - To respect students and their property
  - To drive professionally and safely at all times
  - To carry out tasks diligently and to a high standard
  - To behave and communicate professionally and courteously at all times
  - To be polite, courteous, fair and consistent in dealing with students
  - To be conscious of the conduct of students and the safety of their bus.

## **Bus Driver performance standards**

The following performance standards are the expected requirements for employees of the College:

- **Responsibility for the Safety and Well Being of Students**
  - Bus Drivers will be provided with a list of students travelling on the bus, including any details of pre-existing medical conditions and medical treatment plan
  - Ensure that seatbelts are worn by students at all times (where not fitted to vehicle – students must remain seated while the bus is in motion)
  - Ensure that keys are not left in the ignition when the bus is not being driven, that the bus is locked when unattended and the parking brake is engaged when the bus is stationary
  - If students are aboard, never leave the immediate vicinity of the bus
  
- **Responsibility for Loading and Unloading**
  - Ensure the bus is in neutral and the emergency brake engaged when loading or unloading students
  - Confirm that all boarding students have the correct bus ticket with no other person allowed on the bus (unless authorised by the Principal and/or Business Manager)
    - ***Students are required to present their valid bus ticket to the Bus Driver each day***
  - Drive students to and from the designated pick-up points listed in the Bus Timetable. Bus Drivers must not allow undesignated drop-offs (unless advised by the Student Services Officer following approval by the parent/guardian)
  - Ensure Junior School students are not dropped off when a parent/guardian is not present. In these cases, students are to remain on the bus and be returned to the College, where they will be met by a member of the Administration team who will arrange for pick-up by their parent/guardian
  
- **Responsibility for Safe Driving Behaviour**
  - Bus Drivers must at all times while driving a bus be able to satisfy a zero blood alcohol reading as required by legislation (any breach could result in dismissal)
  - Bus Drivers must not use or be under the influence of any drugs, including alcoholic beverages and prescribed medications, except where the driver is required to take medication and where the contractor has advised the College of that fact providing a medical certificate which demonstrates that the medication will not in any way impair the driver's abilities
  - Wear a seat belt at all times and drive with both hands on the wheel at all times (with exception that some vehicles in the bus fleet are manual transmission)
  - Observe the speed limit at all times, and exercise judgement and regulate speed according to road and/or weather conditions. Any traffic infringement penalties are the responsibility of the driver

## **Bus Driver performance standards**

### **- Responsibility for Safe Driving Behaviour (continued)**

- Use of a mobile phone while driving a bus is not permitted under any circumstances. Should there be a job-related emergency, Bus Drivers must pull safely off the road and then make the call as required. The College may contact bus monitors directly on occasion, and messages will be relayed to Bus Drivers as required
- Sudden stops by the bus should be avoided. The Bus Driver shall allow appropriate space from the vehicle ahead to allow a safe braking distance in the event of a sudden stop
- Drive in the left lane (where practical) and avoid tailgating. Lane hopping is not permitted with overtaking only allowable when absolutely necessary. Do not use the left hand lane that merges at traffic lights for overtaking
- If circumstances require the bus to be in reverse, the bus driver should exercise discretion in executing the following backing procedure:
  - Thoroughly check the area around and behind the bus. It is strongly recommended that you get out and make a visual inspection before backing the bus
  - Obtain help from an adult (not students) when possible. Ask the adult to stand a safe distance behind the bus in view of your side view mirror; and signal you back

### **- Responsibility for Safe Operation of the Bus**

- Ensure bus is driven responsibly to maximise the operational life of the bus. This includes:
  - No over revving of the engine
  - No late braking (except in the case of an emergency)
  - Exhaust brakes should be used at all times
- Bus Drivers should advise the College Bus Fleet Coordinator, immediately of any mechanical issues that need to be rectified and could impact the certification of the vehicle. A report form should be filled out and handed in when completing the staff timesheet (refer to Attachment 2)

## **Managing student behaviour**

- Bus drivers are responsible for ensuring that students adhere to the Bus Behaviour Guidelines (refer to Attachment 1)
- Any incidents of misconduct should be reported immediately to the Student Services Officer, who will refer them to the Principal and/or Business Manager of the College

## **Emergency/Incident management**

- In case of a bus-related accident:
  - Pull the bus over to a safe area, turn off the engine, engage the parking brake, turn on hazard lights and remove the ignition key
  - Check for any injuries and make students as safe and comfortable as possible
  - Students should remain on the bus, but if students must leave the bus, keep them together a safe distance from the road and the accident area
  - Alert emergency services where required
  - If necessary, send a responsible student (with an accompanying student) for help
  - Under no circumstances allow students to proceed home, unless picked-up by their parent/guardian or alternate transport has been arranged by the College
  - Get all other pertinent information about all vehicles and persons involved from the attending police officer and complete an incident report (refer to Attachment 3)
- Bus Drivers should contact the Student Services Officer, if there will be a significant delay to the scheduled bus timetable due to an accident or emergency situation and to allow for possible arrangement of alternate transport for students

## **Attachments**

*Attachment 1: Bus Behaviour Guidelines*

*Attachment 2: Vehicle Maintenance Report*

*Attachment 3: Emergency Incident Report*

# Attachment 1

## BUS BEHAVIOUR GUIDELINES



Parents are asked to reinforce the College expectations regarding behaviour on the buses before they commence using the service.

Foremost in our mind is the need to ensure the well-being and safety of all students on the bus as well as the need to consider others. It is the primary duty of the bus driver to drive his vehicle and not have to deal with behaviour management issues.

### [Behaviour Guidelines for students travelling on College buses -](#)

Good behaviour is expected on the bus at all times

- Follow directions given by the bus driver as well as Bus Monitors
- In buses where seatbelts are fitted, they must be worn at all times
- Students are to remain seated while the bus is moving (unnecessary standing, moving between seats or kneeling on seats is **not** allowed as this is very dangerous if the bus stops suddenly)
- Quiet talk is permitted (but **no** loud behaviour)
- Drinking (preferably water) is allowed; any eating should be finished prior to boarding the bus
- Chewing gum is **not** allowed
- No throwing any object within the bus or from the windows of the bus
- No calling out or making signs through windows to members of the public
- Spraying of deodorant, perfumes, hairspray is not permitted on or near the bus

### [Students who DO NOT comply with good behaviour guidelines –](#)

**Junior School Students** whose behaviour is inappropriate will move through the following levels of consequences:

- on the **first** occasion be required to read a book, play an electronic game or other private game sitting next to a Bus Monitor for 2 or 3 days when travelling on the bus and may be required to move seats
- on the **second** occasion be banned from using the College bus for one or two days
- on the **third** occasion be banned from using the bus for a longer period

**Middle/Senior School Students** whose behaviour is inappropriate will:

- on the **first** occasion be given a warning by the Bus Monitor and may be required to move seats
- students who do not respond appropriately to Bus Monitors may be given a detention
- on the **second** occasion be banned from using the College bus for one or two days
- on the **third** occasion be banned from using the bus for a longer period.

***All students need to heed the directions given by the Bus Monitors. Bus Monitors will report inappropriate behaviour.***

**Where a serious breach of behaviour guidelines occurs, a student may be excluded from bus travel as the immediate consequence. Continued bus misbehaviour will result in permanent exclusion from bus travel.**

It is our wish that students understand the need for considerate and safe behaviour on the buses and conduct themselves appropriately.

Please reinforce these issues with your child/ren.

Thank you for your support in this issue.



# Attachment 2

## VEHICLE MAINTENANCE REPORT



*Completed forms should be submitted ASAP to the College Bus Coordinator*

<b>Date of report</b>	
<b>Name of Driver</b>	
<b>Vehicle Registration</b>	
<b>Area of vehicle affected</b>	
<b>Urgency of repair</b>	
<b>Description of issue/fault</b>	

**Bus Driver** .....

**Date:** .....

# Attachment 3

## EMERGENCY INCIDENT REPORT



*Completed forms should be submitted ASAP to the College Bus Coordinator*

<b>Date of report</b>	
<b>Name of Driver</b>	
<b>Vehicle Registration</b>	
<b>Emergency services contacted</b>	<b>YES / NO</b>
<b>Where did the incident occur? What happened?</b>	
<b>Details of any other party involved have been collected</b>	<b>YES / NO</b>
<b>Nature of any damage to Vehicle</b>	
<b>Nature of any injury sustained by Driver or Passengers</b>	

**Bus Driver** .....

**Date:** .....