

College Bus Driver

Position Description

Position Title:	College Bus Driver
Job Reference:	260902
Reports To:	Property & Maintenance Officer (as College Bus Fleet Coordinator)
Nature of Employment:	Casual
Commencement Date:	October 2026 (Negotiable)

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high-quality Christian education to children and young people from Christian families who are actively involved in their local church, and to other families who fully support their children's involvement in the Christian teaching, life, and expression of the school.

Our College operates as one school supported by a centralised leadership team, offering a continuous and seamless education pathway from Early Learning to Year 12 across three locations: Brooklyn Park Campus (Early Learning to Year 6), South Plympton Campus (Foundation to Year 12), and the Reynella Early Learning Centre.

Through providing excellence in education, our aim is that young people will:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

Key Purpose

Emmaus Christian College Bus Drivers provide students with safe, reliable transport to and from school, and to excursions and offsite activities 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 Responsibilities

- Transport students to and from school following set bus routes
- Maintain passenger safety at all times, obeying traffic laws and abiding by relevant College Policies
- Maintain a clean and mechanically sound bus, reporting any issues or faults in accordance with the College's reporting procedures



- Engage with students boarding and alighting the bus and provide additional mobility assistance as required
- Conduct pre-trip and post-trip inspections of the bus to ensure safety and operational efficiency.
- Assist in planning and adjusting bus routes as required
- Communicate effectively with school staff, parents, and students regarding transportation-related inquiries and concerns.
- Monitor student behavior on the bus and enforce safety rules to ensure a safe and respectful environment.
- Provide first aid or emergency assistance if needed, following the College's emergency protocols.
- Participate in regular training sessions and meetings to stay updated on safety procedures and College policies.
- Keep accurate records of mileage, fuel consumption, and any incidents or accidents that occur during transport.

Working Relationships

Reports to the Property & Maintenance Officer (as College Bus Fleet Coordinator) and works closely with the College Facilities Management Department and all other College departments.

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Line Manager
- Perform their responsibilities in a manner which reflects and responds to continuous improvement
- Support the policies and expectations of the College

Selection Criteria

- Be a committed Christian with a strong passion for Biblically-based Christian education
- Strong commitment to working collaboratively to meet College goals
- Relevant qualifications, including MR/HR License, Large Passenger Vehicle Accreditation, current First Aid Certificate and valid Working with Children Check
- Ability and experience in driving large buses according to the law 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 and the work health and safety requirements relevant to the position
- Reliable in attendance and consistent in the provision of reliable bus services
- Ability to exercise a degree of independence in carrying out the requirements of the position with no immediate supervision
- Effective interpersonal and communication skills that enable a positive working relationship with staff and students
- Must be legally eligible to work in Australia and hold appropriate medical clearance to drive a school bus

Submitting Your Application

Closing Date: Applications are open until the role is filled.

Please Note: Applications will be assessed as they are received, and early submissions are encouraged.

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed 'Application for Non-Teaching Position Form' available via our website emmauscc.sa.edu.au/about/employment

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered. In the subject line of your application, please state the Job ID 260902.

For further information, please contact Human Resources on (08) 8292 3888 or recruitment@emmauscc.sa.edu.au