



College Bus Driver

Position Title:	College Bus Driver
Job ID:	241005
Reports To:	Property & Maintenance Officer (as College Bus Fleet Coordinator)
Nature of Employment:	Casual
Commencement Date:	January 2025

College Overview

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

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

At Emmaus Christian College we want our students to:

- **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 behaviour 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 all College departments, in particular the College Facilities Management and Business Services Departments.

Selection Criteria

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Relevant qualifications, including MR/HR License, Large Passenger Vehicle Accreditation, current First Aid Certificate, valid Working with Children Check (WWCC) and RRHAN-EC Certificate.
- Strong commitment to working collaboratively to meet College goals.
- Demonstrated ability and experience 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.

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.



Emmaus
Christian College

Submitting Your Application

Closing Date: 9:00am, Wednesday 13th November 2024.

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 241005.

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