

POSITION DESCRIPTION

TITLE:	College Bus Driver
SUPERVISOR:	Property & Maintenance Services Officer (as College Bus Fleet Coordinator)
DEPARTMENT:	Facilities Management
REMUNERATION:	Grade 1, Level 1 (+ additional 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
HOURS OF WORK:	<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 to be paid at the agreed rate.</p>
OTHER CONDITIONS:	<p>Bus drivers will be provided with:</p> <ul style="list-style-type: none">• a staff uniform that should be worn at all times (2x shirt cotton/polo pa)• a mobile phone allowance of \$4/week• training for the renewal of your first aid certificate

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.

Acceptance of conditions of employment in this Position Description and expectations noted in the attached Code of Conduct:

Name of College Bus Driver:

Signature

Date: