Title of Position: **Bus Driver (various routes and vehicle types)**

**Position Summary**

<table>
<thead>
<tr>
<th>Team Group</th>
<th>Property - Buses</th>
<th>Immediate Responsible Officer</th>
<th>Bus Co-ordinator / Property Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Unit</td>
<td>Operations</td>
<td>Reporting to</td>
<td>Property Officer / Operations Officer</td>
</tr>
<tr>
<td>Staffing Group</td>
<td>General Staff</td>
<td>Executive Leader</td>
<td>Business Manager</td>
</tr>
<tr>
<td>Classification Level</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Position Details**

**Type of Appointment:**

- **Employee Category:** Permanent or Casual conditions dependent on bus route offered
- **Agreement Type:** Fixed-term or On-going dependent on bus route offered
- **From:** Bus runs from 28 January 2020 but required previous week for induction & training.
- **To:** Dependent on bus route offered
- **Time Classification:** Part-Time (approx. 0.5FTE to 1.0FTE depending on bus route offered)

**Award:** Educational Services (Schools) General Staff Award 2010

**Classification and Level:**
- **Lower:** Level 1.3 - School Operational Services Grade 1

**Base Full-Time Equivalent Salary Range (as at 01/07/2019):**
- **Lower:** $50,795 for Level 1.3

**Ordinary Working Hours**

- **Weeks per year:** Casual position is 40.4 = 40 term weeks + 2 days.
  On-going/Fixed-term is 44.4 = 40 term weeks + 2 days + 4 weeks annual leave
- **Number of hours worked per week:** from 19-38 hours split shift dependent on bus route offered
- **Working Days & Times:** Monday to Friday

The following table is an example of how the start and finish times may vary.

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Finish Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2020 Term 1 from Peterborough or Melrose/Booroo Centre</strong></td>
<td></td>
</tr>
<tr>
<td>Morning Run</td>
<td><em>No earlier than 5:30am and no later than 7:00am</em></td>
</tr>
<tr>
<td>Afternoon Run</td>
<td>3:00pm</td>
</tr>
<tr>
<td><strong>2020 Term 1 from Port Augusta</strong></td>
<td></td>
</tr>
<tr>
<td>Morning Run</td>
<td><em>No earlier than 6:15am and no later than 7:30am</em></td>
</tr>
<tr>
<td>Afternoon Run</td>
<td>3:00pm</td>
</tr>
</tbody>
</table>

*Please note start & finish times are dependent on first pick up & last drop off. Hours determined on bus base (where bus is stored at end of run).*
Broad Purpose of Position
The Bus Driver will be responsible for driving students on a Mid North Christian College bus to & from the College and general maintenance of the bus.

Reporting Relationships
The Bus Driver:
- reports and is accountable to the Property Officer, but may from time to time, be given instructions from, and asked to report to, the Business Manager and Principal.
- from time to time, to ensure timely scheduling and coordination of bus service, may need to report to Operations Officer

Job Description

Summary of Key Responsibilities and Duties
Undertake a range of duties in accordance with College procedures including:
- Bus Driving
- Adhere to Bus Driver’s Code of Conduct
- Adhere to Staff Code of Conduct
- Ensuring the bus is maintained in a safe & roadworthy manner
- Other duties as required from time to time.
- Ensuring all appropriate qualifications are maintained including Driver Accreditation

Other requirements
- Some intrastate travel (including overnight stays) may be required
- Attend professional development and training required by the School, and actively seek opportunities to increase knowledge, experience and skills held.
- Attendance at, and contribution to, staff, team and faculty meetings and, where appropriate opportunities present, working with volunteers and work experience students, and becoming involved in the life of the School and School events.

Undertaking any other tasks or responsibilities consistent with the role or the grade classification, as directed by the Business Manager or Principal.
Person Specifications

Essential Criteria are attributes that must be held in order to perform the job to a satisfactory standard. Desirable criteria are attributes which enhance or extend performance and will be used to assist selection.

Personal Attributes

Essential Criteria
The ideal candidate will have the following essential requirements:

• An established, strong and active personal commitment to the Christian faith
• Committed member of a local church congregation
• Presents with a positive, warm, friendly and cheerful disposition
• Exhibits professional qualities required for being a first point of contact for the College
• Demonstrates excellent time management and organisational skills
• Ability to work with a diverse range of age groups
• Ability to work both independently and as part of a team
• Demonstrates flexibility and common sense with honesty and integrity in a range of situations
• Attention to detail and ability to think logically

Desirable Criteria
• Demonstrates initiative and self-directed application of appropriate techniques and equipment
• Ability to understand the operation of machinery and equipment related to buses.

Skills and Experience

Essential Criteria
The ideal candidate will have the following essential requirements:

• Proven experience as a driver accompanied by a good driving record
• Demonstrates effective communication skills for a range of situations relevant to the position
• Demonstrates competent or advanced capability to utilise digital based technologies relevant to the position

Desirable Criteria
• Proven experience as a school bus or heavy vehicle driver accompanied by a good driving record

Knowledge:

Essential Criteria
The ideal candidate will have the following essential requirements:

• Knowledge of road laws and regulations pertaining to driving buses and heavy vehicles
• Knowledge of security procedures and emergency services.
• A good understanding of children/students’ needs at different stages
• A clear and sound understanding of first aid procedures

Desirable Criteria
• An understanding of Occupational Health, Welfare & Safety.
Qualifications:

**Essential Criteria**
- Current Drivers Licence or, where the vehicle type requires, a Licence LR or greater, accompanied by a good driving record
- Bus driver accreditation
- #Current Working with Children Check
- *Senior First Aid
- *Mandated Notification

Note: * Working with Children Check must be current and assessed as ‘Not Prohibited’.

*While Senior First Aid and Mandated Notification (or their equivalents) are essential for the position, it is desirable but not essential for the successful candidate to have these prior to starting work. The candidate must be available to undertake the training within 3 months of starting work. This may require out-of-hours attendance.

**Desirable Criteria**
- NIL

**Agreement**

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee’s current Letter of Engagement and the relevant Award. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Immediate Responsible Officer to support the School’s compliance with its legislative obligations. The Immediate Responsible Office or Executive Leader may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

EMPLOYEE:  

NAME:  

**Office Use Only**

IMMEDIATE RESPONSIBLE OFFICER:  

NAME:  

EXECUTIVE LEADER:  

NAME:  

REVIEWED DATE:  

TO BE REVIEWED BY: