



St Brigid's College
Horsham

Position Description

Bus Driver (part time)

WHO ARE WE

We are a team of committed educators and support personnel who fundamentally believe that each child is unique and created in God's image. Together, with our students, parents and local churches and businesses, we are creating a learning community that authentically seeks to see each student flourish and grow in their own individual gifts, abilities, and passions. With Christ at the helm, we aim to provide quality Christ-centred education as a foundation for life. Our practices are rooted in the belief that students learn best when they feel safe, loved, and are genuinely engaged and challenged by purposeful, creative, differentiated opportunities to learn about themselves and the impact they can make in the world they live in.

ROLE DESCRIPTION

Bus Driver is to provide safe transport of students to and from the College. Additional charter work may be available from time to time between morning and afternoon school runs for sport, excursions, or camp transfers.

Hours of Work: Determined by the specific Bus route and Transport Schedule

ACCOUNTABILITY

Bus Driver is accountable to the Business Manager

KEY INTERNAL RELATIONSHIPS

- Business Manager
- Admin Team
- Executive Team

KNOWLEDGE, SKILLS and ABILITIES

- Ability to establish and maintain effective relationships with students, parents, and other staff
- Ability to understand and follow rules, oral and written instructions, and regulations
- Awareness of Workplace Health & Safety policies & procedures

ADDITIONAL REQUIREMENTS

- The position holds a high level of responsibility for student safety, and the driver is required to maintain intense concentration in all driving conditions.
- Physical ability and dexterity to perform the duties and responsibilities of the job
- Current Victoria Drivers Licence (Car)
- Current "Victorian Working with Children Check" or obtain prior to commencement
- Current "First Aid Certificate with CPR" or willing to obtain one
- Satisfactory Police Check

KEY DUTIES and RESPONSIBILITIES

- Provide safe and timely transport services for the College community
- Operate the school bus in a safe, efficient manner according to all relevant legislation, policies, and procedures. Obeying all laws, regulations and codes of conduct while observing all road rules and speed limits
- Report all Traffic Infringements to the Business Manager as soon as practicable
- Perform pre-trip safety maintenance checks and document in line with vehicle inspection procedures
- Identify any defects and report to the Business Manager for maintenance or repairs
- Ensure the school buses are always in good operating and roadworthy condition
- Perform minor maintenance duties
- Report delays, accidents, or other traffic and transportation situations to the Business Manager as soon as practicable
- Pick up, drop off and collect students in accordance with the assigned transport schedule
- Ensure the safety of students / passengers
- Maintain order and discipline on the bus, report any breaches of the Code of Conduct by students
- Keep accurate record of attendance on bus
- Ensure bus is always kept in a clean and tidy condition. Post-trip and regular bus cleaning schedule maintained to a high standard
- Ensure the bus is safely and securely stored - close all windows, hatches and lock the bus, this is a security issue and must be adhered to
- Ensure a safe and hazard-free workplace environment by reporting any health and safety hazards. Always comply with College workplace health and safety policy and procedures
- Work cohesively as a team member and as required, assist team members to ensure all work tasks are completed
- Other duties as requested by Business Manager or College Executive

Award & Conditions	VCEMEA 2018
Title	School Driver
Classification	School Services Officer Category B, Level 2
Time	Part Time
Reports to	Business Manager and College Executive
Tenure	Contract 1-2 years

Prepared: Nov 2021	<u>Date</u>	<u>Comment</u>
Updated/Reviewed:		
Updated/Reviewed:		
Updated/Reviewed:		
Updated/Reviewed:		
Due for Review:	Oct 2022	

Appendix I

TRANSPORT SCHEDULE		School days only, and subject to change
Murtoa bus run:		
	Morning	Travel to Murtoa, pick-up students 8:00am, arrive at St Brigid's College 8:30am
	Afternoon	Depart College 3:30pm, arrive Murtoa 4:00pm, return to Horsham*.
*Overnight Parking location of school bus to be negotiated with the successful applicant		
Nhill bus run:		
	Morning	Travel to Nhill, pick-up students 7:30am, arrive at St Brigid's College 8:30am
	Afternoon	Depart College 3:30pm, arrive Nhill 4:30pm, return to Horsham*.
*Overnight Parking location of school bus to be negotiated with the successful applicant		