Position Description – Bus Driver

### Updated November 2017 by: Allan Patterson

### Reports to: Bus Coordinator

### Salary Level: Level 2.1

## 1.Position Brief

Drives the morning and afternoon bus runs and is available for driving excursions.

## 2. Role Requirements

### 2.1 Required from all Staff

* A strong commitment to the College’s Christian ethos and vision
* Well presented, energetic, innovative and self-motivated
* Good communication, organisational and co-ordination skills
* Good time management and efficiency skills
* Blue card
* First Aid Certificate
* Participate in required Professional Development

## 3. Key Areas of Responsibility

### 3.1 Driver duties

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| Key Tasks | Task Specific Targets and Goals |
| Driving | * Ensure that all procedures and documentation complies with the Bus Coordinator’s directives and all College administrative and safety policies. * Comply with all College WH&S standards and requirements. * Complete all morning and afternoon bus runs and excursion runs as required during term time. Special and vacation leave is not available during term time. * Conduct daily bus maintenance checks before the first run for the day. * Attend all driver training as required and comply with all requirements of the training. * Ensure that a high level of bus safety is maintained and that students follow the instructions for safe bus travel. * Be able to competently drive all vehicles in the College fleet. * Be able to communicate effectively with students, parents and the general community as required in a polite and professional manner. * Be able to access and operate a computer using basic operations such as email and sharepoint. * Be able to take directions from management and competently follow instructions. * Promptly report all mechanical defects and damage to the bus coordinator. * Complete all bus documentation accurately including bus logs. * Maintain a clear driving record. * Provide detailed reports of student behaviour breaches. * Regularly clean the buses including washing the outside, sweeping and vacuuming the inside floor and wiping the seats and windows. * Attend the Community Fair and complete assigned duties. * Participate in an annual medical assessment. * Have a valid First Aid and CPR Certificate. |

[[1]](#footnote-1)

## 3.2 Safety

Without exception, everybody at Groves Christian College is responsible for safety. To ensure conformance to CCM and local school’s values and policies in relation to workplace health and safety striving towards zero harm, every employee must:

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| Key Tasks | Task Specific Targets and Goals |
| Promote within their sphere of influence the importance of health and safety in the workplace. | * Set an example and have a safe and clean work area |
| Be vigilant and alert to potential and actual safety risks and hazards in the workplace and take the appropriate action. | * Stay up to date with safety training and college policies * Read safety signs and instructions * Resolve issues immediately or escalate them to your supervisor |
| Embrace an active reporting culture of hazards, incidents and near misses. | * Resolve issues or escalate them to your supervisor * Any harm inflicted upon you, even a scratch or near miss, must be reported |
| Be vigilant for the safety of colleagues, students and self, and intervene to prevent an unsafe act or condition. | * Look out for others. Comment if they’re performing an action that compromises their safety. Escalate if they don’t comply or something troubles you. |
| Wear Personal Protective Equipment (PPE) as required. | * Wear a hat if out in the open for an extended period. * Comply with the uniform policy. Ensure shoes are fully enclosed. |
| Understand and follow approved safety related policies and procedures. | * Undertake any safety training and tasks required of you. * Review college policies regularly, including the safety policy. * Ask questions if you don’t understand anything. |
| Ensure work practices within the department are compliant with legislation & Industry standards. | * Undertake any safety training and tasks required of you. * Review college policies regularly, including the safety policy. * Ask questions if you don’t understand anything. * Ensure all equipment is well maintained. |

## 4. Additional Points

The above outline is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements associated with the position. The College reserves the right to add to, vary or amend the duties and responsibilities of this position at any time according to the needs of the College’s business.

The College is committed to safeguarding and promoting the welfare of the students, families and all staff and expects all staff and volunteers to share this commitment.

You are required to ensure that all duties and responsibilities are discharged in accordance with the Colleges’ WH&S policies and staff guidelines. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do.

In certain circumstances, this position will be required to undertake other duties and responsibilities within the College in order to support workload peaks, skill shortages and to ensure priorities are met.

## 5. Position Appraisal and Review Process

This position will undergo an Appraisal and Review every year. At the end of the appraisal, the position description will be reviewed.

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| Date of first ‘Position Appraisal and Review’ |  |

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| --- | --- | --- | --- |
| Supervisors Signature |  | **Date** |  |
| Employee Signature |  | **Date** |  |

1. [↑](#footnote-ref-1)