



BUS DRIVER

POSITION DESCRIPTION

JOB TITLE

Bus Driver (Part-time, Term Time)

CLASSIFICATION

Queensland Lutheran Schools Single Enterprise Agreement 2016 and National Employment Standards (**NES**) contained in the Fair Work Act 2009 (Cth).

ORGANISATIONAL RELATIONSHIP

Reporting To: Business Manager

Accountable To: Business Manager and the Principal

Supervisory Responsibilities: Nil

POSITION OBJECTIVES

The primary purpose of this position is the safe transport of school children to and from school. From time to time there may be school charter work available – this is conducted between the morning and afternoon runs.

MISSION FOCUS

The Bus Driver will promote the mission of the School by:

- Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of LORDS;
- Focusing on nurturing the individual gifts of students and staff in the community and promoting harmonious, synergistic relationships.

SPECIFIC REQUIREMENTS OF THE ROLE

A. Skills

- Proven ability to work unsupervised and demonstrated initiative, as appropriate;
- Enthusiasm for, and commitment to providing quality service and support;
- Demonstrate professionalism and confidentiality appropriately;
- Display willingness to adapt to changing situations.

B. Experience / Qualifications

- Current Queensland MR Driver's Licence;
- Driver's Authorisation;
- Current Suitability Notice (Commission for Children and Young People);
- Demonstrated experience in driving buses;
- Experience in working with children would be well regarded.

C. Key Requirements

The following is not exhaustive - others may be added as required.

- Ensure the bus has sufficient fuel
- Carry out checks as defined in the Daily Inspection Report
- Report any defects found in the Daily Inspection and record odometer reading at the start and end of each run
- Drive the bus in a safe and efficient manner observing the road rules and speed limits at all times
- Ensure the safety of passengers
- Report any breaches of the Code of Conduct by passengers
- Maintain good timing on the bus route - never run early, this results in passengers being left behind
- Sweep the bus at the completion of each shift and empty the rubbish bin
- Close all windows and hatches
- Lock the bus - this and the above point are security issues and must be adhered to
- Wash the bus weekly

OTHER REQUIREMENTS

All members of staff at LORDS are expected to:

- Convey to the public a positive image of the School.
- Abide by the code of conduct explained in the School's Child Protection and Sexual Abuse policies.
- Maintain an understanding of, and take responsibility for, the oversight of the Workplace Health and Safety Standards of the School, in consultation with the School's Workplace Health and Safety Officer.
- Participate in staff training and development activities to assist in the achievement of individual/work goals.
- Abide by the School Privacy Policy.
- Abide by the non-smoking policy of the School.