

# POSITION DESCRIPTION

## Bus Driver



### About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values.

### Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

POSITION DETAILS	
Department:	Business Services <b>Location:</b> Secondary campus
Position reports to:	Business Manager
Positions reporting to this role:	Nil
Status:	Casual
Salary Level:	Support Staff Classification Structure
Academic Qualifications required:	Nil
Licence Requirements:	Hold a Medium Rigid (MR) license to drive a 55-seater bus and Driver Authorisation
Required experience:	Significant bus driving experience preferably within a school environment.
Special conditions:	This role requires the incumbent to hold a current Senior First Aid Certificate

## Purpose of the position

Responsible to the Principal and under the direction of the Business Manager the Bus Driver contributes to the College vision and goals by providing a high quality, reliable and safe bus transport service for staff and students which is carried out in an effective and customer friendly manner. The incumbent must also meet all regulatory requirements.

## Duty of Care

The Bus Driver will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices. Specifically, the Bus Driver will:

- Ensure a safe and healthy environment is provided for students, staff and visitors to the campus and that all areas in the control of the Bus Driver comply with current legislation
- Immediately report all identified unsafe issues and hazards to the Business Manager
- Comply with all the road traffic rules associated with bus driving
- Comply with the College's Bus Driver Manual
- Implement documented basic safety practices
- Implement hygiene and cleaning practices through policy and procedures

## College Expectations

Support staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Christian values and ethos of the College
- Focused on the needs of the College's clients
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College community relationships
- Focused on developing a culture of excellence

### DOMAINS OF PROFESSIONAL RESPONSIBILITY

The Bus Driver is responsible for meeting the following domains of professional responsibility. These responsibilities should be read within the context of the Statement of Principles of Effective Support Services below.

Student Protection:	The Bus Driver will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.
Commitment to the College Vision and Goals:	The Bus Driver demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value based approaches. The Bus Driver will embrace change and support College development, with a particular focus on building positive and productive relationships with children and their families.
Operational Effectiveness:	The Bus Driver ensures that the bus allocated to them is maintained at a high level of operational effectiveness by monitoring the state of the vehicle and undertaking minor maintenance tasks as required within the skills and competence of the incumbent. Specifically, the Bus Driver will: <ul style="list-style-type: none"><li>• Undertake daily inspections of the bus to ensure that it is safe to use on</li></ul>

	<p>that day.</p> <ul style="list-style-type: none"> <li>• Prioritise and act upon maintenance tasks as required and directed.</li> <li>• Respond to specific maintenance requests from the Business Manager.</li> <li>• Ensure the bus is clean and reflects the appropriate image of the College.</li> <li>• Report any issues of maintenance or damage to the bus to the Business Manager immediately.</li> </ul>
Public Presentation:	The Bus Driver ensures that the delivery of the bus transport service to which they are allocated meets the high standard of presentation, both personally and of the presentation of the vehicle.
Administration:	The Bus Driver keeps and maintains appropriate records as required to maintain compliance and as required by the Business Manager.
Service Delivery:	The Bus Driver maintains good, cooperative relationships with other staff and College stakeholders to ensure that the best presentation of the College is made at all times; ensuring that the needs of customers (management, staff, students and visitors) meet a high standard of customer service. The Bus Driver will operate the College bus according to the rules and regulations associated with the driving of a registered transport vehicle.

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

#### SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

- Demonstrated bus driving experience
- Posses relevant licensing requirements, including Driver Authorisation
- Hold a current Senior First Aid Certificate
- Demonstrated ability to prioritise multiple demands
- Demonstrated flexibility and the ability to work independently and without direct supervision
- Customer service focus
- The ability to obtain and maintain a Working with Children Blue Card.

## St John's Anglican College Statement of Effective Support Services

The College believes that the success of support staff will occur when they are committed to the provision of quality professional services for staff, students and families, which adds value to the College's operations and programs. This will be achieved through:

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing fully the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in our work
- Is proactive
- Seeks continuous improvement through opportunities for training and development

## Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to this position must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.