



## **BUS DRIVER**

### **POSITION DESCRIPTION**

#### **JOB TITLE**

Bus Driver (Part-time, Term Time)

#### **CLASSIFICATION**

Queensland Lutheran Schools Single Enterprise Agreement 2013 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 code 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 College.
- Abide by the code of conduct explained in the College'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 College, in consultation with the College'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 College Privacy Policy.
- Abide by the non-smoking policy of the College.