

# Northside Christian College

## ROLE DESCRIPTION

### College Bus Driver (Casual)

#### Position Purpose

To provide a high quality bus service for the greater College community, taking all reasonable care while transporting student, staff and other members of the community

#### Accountability

To the Operations Manager through the Bus Supervisor

#### Relates To

College staff, students, parents and the greater College community

#### Supervises

Nil

#### Conditions

- Hours of work will be negotiated in accordance with the specific needs of the position.
- The Superannuation Guarantee may apply to this position depending on the hours worked.
- Two hour minimum engagement (at employer's discretion)
- Between the 4<sup>th</sup> and 6<sup>th</sup> hours of continuous work, a minimum 30 minute meal break will be deducted
- Depending on the number of excursions, camps, Physical Education and sporting activities, the college will endeavour to arrange a continuum of work during the day so that the need for being called in on an ad-hoc basis will be alleviated.
- The start and finish times for individual trips are to be recorded separately on Work Zone
- Six (6) monthly performance reviews.

#### Remuneration

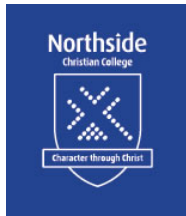
As outlined in Award.

#### Personal Attributes and Standards

Every College employee must have a personal faith and commitment to Jesus Christ and is to be in regular fellowship and good standing with a local Christian church. Traditional Christian values must be lived out and exhibited daily.

The appointee must:

- Be a regular attendee of a local Christian church and must ensure that he/she maintains a personal commitment to faith and belief in the Bible, consistent with the College's Statement of Faith
- Demonstrates an acceptance of other people, be approachable and supportive of colleagues, building effective, professional staff relationships
- Have the ability to accept authority and carry out directives
- Have a willingness and commitment to know the organisation and support its mission and vision
- Demonstrate a sincere commitment to the Principal in the exercise of his/her role.



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### College Bus Driver (Casual)

#### Responsibilities and Duties

1. Transportation of College students to and from Northside Christian College on allocated AM and PM bus routes
2. Transportation of staff and students to various excursions, sporting venues, camps and other destinations or events as requested and authorised by the Bus Supervisor
3. Refer to the Bus Supervisor any infractions of the Student Code of Behaviour which occur during transportation to and from the College
4. Report mechanical failures and faults as soon as possible to the Bus Supervisor
5. Ensure that the bus is driven with due care and safety, regularly maintained, fuelled and kept clean
6. Make accurate entries into log books, Work Zone and time sheets as required
7. Check allocated bus daily using the "check list" including checking oil levels and AdBlue
8. Take reasonable care for your own and others hygiene, health and safety
9. Follow College Workplace Health and Safety policies and procedures
10. Other duties as may be required by the Operations Manager, Bus Supervisor or Principal.

#### Skills and Competencies

1. Suitable experience and transportation skills as they relate to this role
2. Ability to work as part of a team
3. Ability to work independently with minimal supervision

#### Selection Criteria

1. Suitable transportation experience
2. Bus Drivers Licence - Minimum required LR (Light Rigid), however MR (Medium Rigid) is preferred
3. Suitable Drivers Authorisation Card (or willingness to apply)
4. Suitable Blue Card (or willingness to apply)
5. Ability to effectively communicate with senior management, staff, students and parents. This requires a high level of English proficiency (speaking, listening, reading and writing)
6. Exemplary inter-personal skills
7. Ability to work as a member of a team
8. Ability to demonstrate a Christian World View
9. Ability to provide a current, written Pastor's reference
10. Subscribe to the College's Statement of Faith
11. Subscribe to the College's Lifestyle Requirements.