

School Bus Driver

Position Description

Reporting to the Transport Coordinator, Bus Drivers are responsible to transport students to and from school each day with the possibility of extra casual shifts to transport students to various school activities (e.g. excursions, camps, and sporting events).

Role Description

Title:	Bus Driver
Department:	Support & Operations - Transport
Reporting to:	Transport Coordinator
Direct Reports:	NA
FTE:	4 hours each day Monday to Friday, Term time only. <ul style="list-style-type: none">• 2 hours in the morning from 6:30am to 8:30am• 2 hours in the afternoon from 3:30pm to 5:30pm
Remuneration:	As defined in (Relevant MEA)

Role Responsibilities

- Safely transport students to and from school following established routes and schedules.
- Maintain a clean and mechanically sound bus at all times.
- Conduct pre and post trip vehicle inspections to ensure operational standards.
- Report any accidents, injuries, or safety concerns immediately to the appropriate your manager.
- Manage student behaviour and enforce bus rules to ensure safety.
- Comply with all traffic laws and school transportation policies.
- Maintain professionalism when interacting with the school community including students, parents, and staff, additionally the public.

Qualifications / Personal Attributes:

- Possess a current MR or HR License with a clean driving history.
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012, prior to employment.
- Be professional and well presented.

- Have reasonable level of fitness.
- Be flexible and able to manage with short notice a change of schedule.
- Have good communication, conflict resolution and problem-solving skills.
- Provide safe, courteous, and comfortable transportation for students to and from their destination.
- Implement safety rules to ensure students have safe travel to and from their destination.
- Maintain order among students while being transported.
- Demonstrate a good understanding of workplace safety.
- Be ethically responsible and honest.