



Position Description

Last Updated: February 2021 | Review Date: January 2022

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| Position Title: | Bus Driver |
| Main Purpose of the Role: | To safely transport students and staff by bus to designated destinations and ensure that all compliance responsibilities are met and in a timely way. |
| Directly Responsible to: | Bus Manager |
| Team: | General Staff – Bus Team |
| Key Responsibilities: | <ul style="list-style-type: none">• Transport College students to and from Staines Memorial College on allocated bus routes daily.• Transport College students and staff to and from sporting venues, excursions and other destinations or College events as requested by the Bus Manager.• Refer to the Bus Manager any breaches of student behaviour expectations which occur during transportation.• Support students, including those with additional needs who travel on College buses.• Carry out duties, daily checks of any allocated bus as instructed by the Bus Manager and as per the 'Bus Drivers Operating Manual'.• Report mechanical failures and faults as soon as possible to the Bus Manager on the appropriate 'Service Report Form'.• Ensure that the bus is driven with due safety and care, regularly maintained, and kept clean.• Make accurate entries into logbooks and Time Sheets daily.• Attend relevant meetings and other driver training sessions including fire and safety. |
| Position Essentials | <ul style="list-style-type: none">• Hold a current Positive Notice Blue Card for Child Related Employment.• Hold at least a current MR License.• Strong customer service and interpersonal skills.• Time management and organisational skills• Able to communicate simply and clearly.• Be medically fit as determined by the College appointed medical assessment team to drive a College bus. |
| Desirable Qualifications or Skills | <ul style="list-style-type: none">• Hold a current Senior First Aid Certificate.• Exposure to similar role. |

General Responsibilities

All staff at Staines Memorial College are to actively work towards the fulfilment of our Mission and Vision. Responsibilities articulated in the College 'Enterprise Agreement' and 'Code of Conduct' apply to all staff.

All staff are expected to uphold the College's 'Statement of Faith', and ensure conformance to the values and policies of Christian Community Ministries Ltd. in relation to Workplace Health and Safety.

This will involve:

- Promoting within your sphere of influence the importance of health and safety in the workplace
- Being vigilant and alert to potential and actual safety risks and hazards in the workplace and taking appropriate actions
- Embracing an active reporting culture of hazards, incidents and near misses
- Fostering a positive safety culture through being vigilant for the safety of yourself, and others, and not hesitating to intervene to prevent an unsafe act or condition
- Wearing Personal Protective Equipment (PPE) where required
- Understanding and following approved safety related policies and procedures.

All staff need to be familiar and act consistently with the 'Behaviour Responsibilities Agreement' which summarises student, parent and staff responsibilities. This contract is signed by families at enrolment.

All staff perform the following tasks:

- Integrating faith, learning and practice. This includes leading staff devotions, providing Christian guidance and encouragement as appropriate to staff, students and parents. Details of Faith standards are articulated in the 'Christian Professional Standards for Teachers' or 'Christian Professional Standards for General Staff'.
- Establish and maintain highly effective working relationships with staff, students and families
- Exercise strong interpersonal skills, and have the capacity to develop and sustain productive relationships within and beyond the College community
- Effectively manage human, financial and physical resources to deliver high quality outcomes. This will involve using technology to assess inefficient and effective practices.
- Make considered decisions based on current research and data collected.

Teaching Staff at the College need to:

- Be a person of Christian faith and integrity
- Teach and live from a Biblical worldview
- Be registered with the Queensland College of Teachers

Staff in leadership roles also need to

- Perform at least at the 'Highly Accomplished' level in the Professional Standards in related Standards
- Have an appropriate level of experience.
- Demonstrate practice of:
 - Commitment to personal and professional growth including leadership development
 - Leading cooperatively and effectively
 - Enjoying working with children and young people
 - Being patient in dealing with staff and students of differing abilities
 - Communicating simply and clearly
 - Demonstrating a high level of knowledge of current curriculum and teaching practices
 - Highly effective organisational skills
 - Commitment to ongoing computer literacy development to meet the appropriate planning, teaching and administrative requirements
 - Willingness to take responsibility for other areas as needs arise.