



## ESO – Bus Driver

### Position Information Document

Position Title	Bus Driver
ESO Grade	2
ESO Stream	Services
Employment Type	Casual
Line Manager	Director of Business
Direct Report	Facilities and Operations Manager
Key Working Relationships	Head of Junior School and Head of Senior School Risk and Compliance Manager Daily Organiser and Timetable Coordinator Director of Boarding Head of Co-curricular and Co-curricular Coordinators Academic and ESO Staff

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

Under the line management of the Director of Business and reporting to the Facilities and Operations Manager, Bus Drivers operate the Rostrevor College bus and minibuses to ensure the safe and punctual transport of students for college-related activities. They play a key role in ensuring vehicles are well-kept and roadworthy, as well as in monitoring the use and condition of the college bus and minibuses.

The Bus Driver will transport day and boarding students, from Reception to Year 12, to and from activities including, but not limited to, excursions, co-curricular sports and activities, and boarding activities.

Transport requirements will include before and after school hours, during the school day, and on weekends, as required and in alignment with co-curricular sport fixtures, activities programs, and excursions scheduled throughout the school year.

Bus Drivers must hold an unrestricted and current Light Rigid (LR) driver's licence, or a licence of a higher class (MR, HR, HC or MC), and must be experienced and confident in the safe operation of vehicles including a 27-seater bus, 12-seater minibuses, and other college owned or leased vehicles.

## **KEY AREAS OF WORK**

The Bus Driver will undertake duties including, but not limited to:

- Operate the bus (27-seater) and minibuses (12-seater) in a safe manner and in accordance with all relevant legislation, policies, and procedures, minimising risk of injury or property damage.
- Operate the buses in accordance with college scheduling to ensure the punctual attendance of students for college-activities including, but not limited to:
  - Co-curricular commitments before school, after school and on Saturdays;
  - Boarding activities and events, before school, after school and on weekends; and
  - Excursions and events during school hours
- Take attendance for students to support safety, supervision, and duty of care.
- Prior to each bus run, undertake a thorough check to ensure the bus or minibus is safe, ready and suitable for operation as planned
- After each bus run, undertake thorough checks to ensure passengers have disembarked and are accounted for, managing any left belongings, and reporting any damage or concerns.
- Ensure students and staff are informed of responsibilities to always enable safe transport.
- Perform safety and maintenance checks and carry out minor maintenance duties.
- Report any service requirements to the Facilities and Operations Manager in a timely manner to ensure operating and roadworthy requirements continue to be effectively met.
- Ensure vehicles are left cleaned and well-maintained, as well as safely and securely stored.
- Inform college staff of student behavioural concerns on occasion and as required.
- Seek to improve processes for college vehicle use such as inductions, scheduling, maintenance and operations.
- Positively participate in College activities, events, required training, professional development and professional reviews.
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal (or delegate).

## **Work Health & Safety**

- Comply with all College WHS policies, practices, and priorities, within area of responsibility.
- Utilise adequate protective clothing and equipment when required.
- Participate in any role related WHS-related training, inductions and activities.

## PERSON SPECIFICATION

The Bus Driver will possess:

- Commit to upholding and actively contributing to the Catholic ethos of the college.
- Hold relevant and current driver's licence and have demonstrated relevant skills and experience in driving and maintenance of a bus.
- Knowledge, experience and effective application of Australian road rules and to operate a bus safely and responsibly at all times.
- General computing skills and knowledge.
- A demonstrated ability to work collaboratively and cooperatively with others in a team.
- Good interpersonal and communication skills and ability to safely and responsibly take instruction and respond appropriately.
- Work under general supervision and apply a range of well-developed skills to a variety of problems, within scope of position.
- Ability to apply some discretion and take responsibility for own work and outcomes to specified standards.
- Good organisational and time management skills to carry out required tasks in a timely and competent manner.
- Demonstrated knowledge, understanding and application of protective practices and professional boundaries, especially in relation to interacting with students.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.

## ROLE REQUIREMENTS

- Must hold a current unrestricted South Australian Driver's License class of:
  - Light Rigid (LR); or
  - A higher class such as MR, HR, HC or MC; which
  - Must not be subject to any conditions such as provisional, probationary or suspended.
- Act in accordance with CESA and EREA Colleges Codes of Conduct, Protective practices for education and care staff, and the Charter for Staff in Catholic Schools in South Australia.
- Current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings, updated and maintained as required.
- Provide First Aid in Education and Care qualifications, updated and maintained as required.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

*This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.*