



JOB DESCRIPTION BUS DRIVER

1. PURPOSE OF THIS POSITION

The Bus Driver is responsible to operate a bus to transport students to and from the College in a safe manner, meeting the requirements of all legislation.

2. REPORTING RELATIONSHIPS

- Reports to _____ Facilities Manager
- This position _____ Bus Driver

3. RESPONSIBILITIES

Demonstrated commitment to

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose statements
- Setting an example to students, staff and parents in matters of faith and conduct

Specific Responsibilities – Excursions/Events

- Punctual readiness to undertake any bus driving shifts agreed with the Facilities Manager
- Confirm routes, destinations, departure and arrival target times and name of staff supervisor who will be accompanying students
- Face to face liaison with the relevant supervising staff member to confirm readiness to depart
- Driving safely to and from the venue, without detouring from the confirmed route
- Liaise with supervisor to request students leave bus clean and windows closed
- Maintain awareness of condition of the bus, reporting any maintenance concerns to the Facilities Manager
- Ensure security of bus keys and any other key which may be provided by the College
- Ensure that the windows of the bus are closed at all times
- Safely park and lock the bus when it is unattended
- Complete a before and after safety inspection of the bus that will be used to operate a service

Specific Responsibilities – Bus Routes

- Punctual readiness to undertake bus route shifts on a daily basis
- Familiarise with the route for pick up and drop off
- Ensure students are not picked up or dropped off required to cross a road
- Driving safely to and from pick up and drop off points, without detouring from the confirmed route
- Ensure that no windows of the bus are open at all times
- Liaise with supervisor to request students leave bus clean and windows closed
- Maintain awareness of condition of the bus, reporting any maintenance concerns to the Facilities Manager
- Ensure security of bus keys and any other key which may be provided by the College
- Safely park and lock the bus when it is unattended
- Complete a before and after safety inspection of the bus that will be used to operate a service

Passenger Behaviour

Take the following procedures if there is a problem with passenger behaviour:

- Inform the supervisor/teacher, requesting that he/she address the problem

- If the discipline problem cannot be quickly resolved, stop the bus at the first opportunity and remain stopped until the level of behaviour has improved
- Remain stopped if the student's behaviour is leading to frustration and/or danger
- Report any untenable situation to the Facilities Manager

4. AGREEMENT

This job description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this job. This job should be read in conjunction with the employee's current conditions of employment and the provisions of the NSW Christian Schools General Staff Multi-Enterprise Agreement 2017-2019.

Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties requested by the Line Manager (Facilities Manager) to support the College's compliance with legislative obligations.

The Line Manager (Facilities Manager) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.

By signing this job description, I agree that I understand the requirements of my role.

Employee name _____ Signature _____ Date _____

Line Manager _____ Signature _____ Date _____

Principal _____ Signature _____ Date _____