

NAMBOUR CHRISTIAN COLLEGE Ltd

POSITION DESCRIPTION – BUS DRIVER

Purpose	To transport the College students in a safe and secure manner on College buses
Accountability	Bus Operations Manager and ultimately the Executive Principal
Relates to	Students, parents and Bus Operations Manager
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration Team of the College:</p> <ul style="list-style-type: none"> • Have a personal alignment with, and commitment to the Mission and Vision of Nambour Christian College • Demonstrate an ability to translate faith into practice • To act always in a manner consistent with the College Ethos and Staff Code of Conduct • Foster team-work • Act with integrity, loyalty and honesty • Effectively manage workload • Communicate effectively and professionally with students, staff and parents.
Qualifications	<p>Minimum MR Class Drivers Licence Current “Queensland Drivers Authority” Current “Queensland Working with Children Blue Card”</p>
Responsibilities	<p>Provided below are the primary responsibilities and key duties for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Description will be reviewed annually.</p> <ul style="list-style-type: none"> • Provide safe and timely transport services for the College community • Operate the school bus in a safe, efficient manner according to all relevant legislation, policies and procedures. Obeying all laws, regulations and codes of conduct while observing all road rules and speed limits • Ensure a safe and hazard-free workplace environment by reporting any health and safety hazards. Comply with College workplace health and safety policy and procedures at all times • Understand scope of role in relation to the Child Protection Policy • Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff. • Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004 • Participate in Driver training program when provided by the College • Attend weekly Bus Drivers’ meeting and devotions

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- Perform pre-trip safety maintenance checks and document in line with vehicle inspection procedures
 - Identify any defects and report to Bus Operations Manager for maintenance or repairs
 - Ensure the school buses are in good operating and roadworthy condition at all times
 - Perform minor maintenance duties, as requested
 - Report all Traffic Infringements to Bus Operations Manager as soon as practicable
 - Report delays, accidents, or other traffic and transportation situations to Bus Operations Manager as soon as practicable
 - Pick up, drop off and collect students in accordance with the assigned transport schedule
 - Ensure the safety of students / passengers
 - Maintain order and discipline on the bus, report any breaches of the Code of Conduct by students
 - Keep accurate record of attendance on bus
 - Ensure bus is kept in a clean and tidy condition at all times. Post-trip and regular bus cleaning schedule maintained to a high standard
 - Ensure the bus is safely and securely stored - close all windows, hatches and lock the bus, this is a security issue and must be adhered to
 - Work cohesively as a team member and as required, assist team members to ensure all work tasks are completed
 - Uniform: The College will provide a uniform shirt to all regular drivers. This is to be worn correctly when performing driving duties
 - Other duties as requested by the Bus Operations Manager
 - Maintain a current Queensland Working with Children Blue Card
 - Please read this Position Description in conjunction with your Contract of Employment.

Reference Documents

NCC Child Protection Policy
 NCC Staff Code of Conduct
 NCC Workplace Health and Safety Policy
 NCC Staff Dress Code Policy
 NCC Enterprise Agreement

Review

After first three months, then annually

Remuneration

In accordance with levels set out in the NCC Workplace Agreement

Hours of Work

As detailed by the Bus Operations Manager.