



NAMBOUR CHRISTIAN COLLEGE Ltd

POSITION DESCRIPTION – BUS DRIVER

<i>Reviewed</i>	<i>December 2021, 2020, 2018</i>
<i>Purpose</i>	To transport the College students in a safe and secure manner on the College buses
<i>Accountability</i>	Bus Coordinator and ultimately the College Principal
<i>Relates to</i>	Students, parents, and Bus Coordinator
<i>Attributes</i>	<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 faith and commitment to Jesus Christ• To act always in a manner consistent with the College Ethos.• To foster team-work• To effectively manage workload• To communicate effectively with students, staff and parents.
<i>Qualifications</i>	<p>Current LR Driver's License with relevant Class endorsement Current Driver Authorisation Blue Card (working with Children check) Full vaccination against COVID-19</p>
<i>Responsibilities</i>	<p>Provided below are the primary responsibilities 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">• To understand scope of role in relation to Pastoral Care Policy and Procedures.• 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.• Be familiar with and comply with Queensland Transport Driver Responsibilities, fatigue regulations and the additional Responsibilities of Nambour Christian College may/will result in suspension/termination.• To be attentive that safety of the children is paramount at all times• To maintain a good understanding of the responsibilities, care and attitude of safety which is required when transporting students to their destination• Maintain strict adherence to road rules and regulations• Behavioural problems and difficulties with students should be reported immediately to the Bus Coordinator• Participate in Driver training program when provided by the College

- Road accidents, damage to bus to be reported immediately to Bus Coordinator
- Attend Bus Drivers' Prayer meeting held each Friday at 2.30 pm.
- Uniform: The College will provide a uniform to all regular drivers. This to be worn correctly when performing driving duties. In respect to casual drivers, appropriate neat clothing to be worn. Shorts to be at least mid-thigh in length.
- Maintain bus to ensure quality presentation at all times: This includes:
 - External areas of bus to be cleaned twice/ week or more if required
 - Windows to be cleaned inside and out once/ week or more often if required.
 - Bus floor to be mopped/scrubbed once / week or more often if required.
 - Bus seats to be wiped down once per week.
 - Ripped/torn seats to be reported to Bus Coordinator
 - Bus dashboard and other internal plastics to be wiped down once per week.
 - Cleaning equipment and detergents are supplied by the College.
- Maintain a current Suitability Notice (Blue Card) for working with children
- Please read this Position Description in conjunction with your Contract of Employment.

Reference Documents Pastoral Care Policy and Procedures
NCC Staff Code of Conduct
NCC Enterprise Agreement
Staff Dress Policy

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 Coordinator.