

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Bus Driver

Position Purpose

In support of the Mission and Vision of NCC the role of Bus Driver is responsible for safely transporting students to and from school and activities. This role ensures a safe, orderly environment on the bus, follows designated routes, and adheres to traffic laws. The driver also manages student behaviour and provides excellent service to students, parents, and the NCC community.

Qualifications

A current MR Class Drivers Licence or willing to gain qualification
A current "Queensland Drivers Authority"
A current "Queensland Working with Children Blue Card"
A safe driving record
Ability to use or aptitude to learn technology used for communication and tracking of passengers/routes

Accountability

Bus Operations Manager, and ultimately the Executive Principal.

Key Relationships

Bus Operations Manager, Parents, Students, Staff.

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students.
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain confidentiality.

Professional Competencies

The following professional competencies are essential to this position:

- Possess strong organizational and time management skills, with the ability to prioritize tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks.
- Ability to work effectively in a team.
- Attention to detail and aware of safe bus operation rules, traffic rules and emergency response procedures.
- Good problem-solving skills.

- Ability to communicate effectively with students, parents, College staff and others.
- Knowledge of emergency procedures to ensure student safety in crisis.
- Provide excellent service to students, parents and the school community, always maintain professionalism.
- Good time management demonstrated by the ability to follow schedules adhere to routes and ensure safe and timely arrival and departure from school events.
- Demonstrate physical stamina and a knowledge of basic vehicle operations, the ability to report issues and perform routine inspections.
- Demonstrate a level of commitment to maintain personal professional knowledge and skills
- 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

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

- 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
- Participate in Driver training program when provided by the College
- Attend weekly Bus Drivers' meeting and devotions
- 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.

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

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

Hours of Work

As per Employment Contract