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
- Understand and uphold responsibilities under the Privacy Act
- Demonstrate an understanding of child safeguarding responsibilities under the Child Safe Organisations Act 2024 and subsequent revisions.

Professional Competencies

The following professional competencies are essential to this position:

- Possess strong organisational and time management skills, with the ability to prioritise 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 the event of a 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.

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 relevant training, meetings and devotions in accordance with compliance requirements and College expectations.
- Maintain the roadworthiness, cleanliness and security of allocated vehicles, including completing pre-trip safety maintenance checks and inspections, reporting maintenance requirements and performing minor maintenance duties, as requested.
- Promptly communicate and report vehicle defects, traffic infringements, accidents, delays and other operational issues to the Bus Operations Manager.
- Provide safe and reliable transportation for students in accordance with approved routes, schedules and College procedures.
- Promote the safety, wellbeing and positive conduct of students while travelling on College buses, maintaining appropriate standards of behaviour and reporting concerns as required.
- Maintain accurate records and documentation associated with student transportation, including student attendance and vehicle operations.
- Work collaboratively as a member of the Transport team, supporting colleagues and contributing to the effective delivery of transport services across the College.
- Present professionally and comply with College uniform standards when undertaking driving duties.
- Undertake other duties, responsibilities and projects as reasonably directed by the Bus Operations Manager.

Remuneration	In accordance with levels set out in the NCC Enterprise Agreement
Reference Documents	Student Safety and Wellbeing Policy Staff Code of Conduct NCC Enterprise Agreement Staff Dress Code Policy Workplace Health and Safety Policy
Hours of Work	As per Employment Contract