



NAMBOUR CHRISTIAN COLLEGE Ltd

POSITION DESCRIPTION – BUS OPERATIONS MANAGER

<i>Reviewed</i>	<i>December 2021</i>
<i>Purpose</i>	To manage a fleet of 20 buses that safely collect and return students at predetermined locations during the term.
<i>Accountability</i>	Business Manager and ultimately the College Principal
<i>Relates to</i>	Bus Drivers, students, parents and other staff
<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 efficiently manage the workload• To communicate effectively• Able to problem solve
<i>Qualifications</i>	<p>Current LR Driver's License with relevant Class endorsement Current Driver Authorisation Blue Card (working with Children check) Full vaccination (two doses) 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">• Be highly competent in the Microsoft Office products, such as Word, Excel and Outlook• Research appropriate software for efficient timetabling and scheduling of fleet for implementation (currently the system is paper based)• Ensure drivers maintain strict adherence to road rules and regulations• Manage bus driver induction, assessment and meetings• Coordinate Bus Drivers' Prayer meeting held each Friday at 2.30 pm• Coordinate bus repairs and maintenance• Coordinate bus insurance and regular bus maintenance• Coordinate buses for additional excursions• Maintain relief bus driver list• Maintain the bus key register• Receive road accidents, damage to bus reports from bus drivers• To understand scope of role in relation to Pastoral Care Policy and Procedures.

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- 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.
- 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
- Any other duties as required
- 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