



## Position Description

### Bus Driver (part time)

#### Our Vision

Embracing our Catholic identity, we empower individuals to realise their potential as active, informed and compassionate contributors in an ever-changing world.

#### Our Mission

Through the three pillars of Catholic Identity, Teaching and Learning and Wellbeing, we commit to:

- Nurturing faith and fostering positive, healthy and respectful relationships.
- Offering a transformative education that nurtures academic curiosity and personal growth.
- Providing an inclusive, equitable learning environment, prioritising the safety and wellbeing of all.
- Empowering students to uphold social justice and positively engage with the community through service and advocacy.

#### Our Values

Hospitality – Welcoming all

Service – Making the needs of vulnerable a priority

Respect – Where all creation is considered sacred

Hope – Developing resilience in bringing a sense of purpose

Trust – Speaking and acting with integrity

Aspiration – Illuminating our hearts and minds through the lamp of learning

#### ROLE DESCRIPTION

The primary role of the Bus Driver is to provide safe transport of students to and from the College for the morning and afternoon bus runs. Additional charter work may be available from time to time for sport, excursions, or camp transfers.

**Hours of Work:** Determined by the specific Bus route and Transport Schedule

#### ACCOUNTABILITY

Bus Driver is accountable to the Business Manager.

#### KEY INTERNAL RELATIONSHIPS

- Business Manager
- Admin Team
- College Leadership Team

#### KNOWLEDGE, SKILLS and ABILITIES

Essential:

- Current and appropriate driver's licence Cat B/ MR
- Demonstrated experience driving and transporting passengers
- Sound knowledge of road safety requirements and safe driving practices
- Ability to supervise students and maintain appropriate standards of behaviour
- Effective communication skills
- Ability to work independently and follow established procedures
- Commitment to the Catholic ethos and mission of the College

Desirable:

- Previous experience in a school or youth environment
- Current First Aid qualification
- Basic mechanical awareness

## ADDITIONAL REQUIREMENTS

- The position holds a high level of responsibility for student safety, and the driver is required to maintain intense concentration in all driving conditions.
- Physical ability and dexterity to perform the duties and responsibilities of the job
- Current Victoria Drivers Licence (LR/MR and/or Car). Level subject to size of Bus – the school has multiple buses.
- Current “Victorian Working with Children Check” or obtain prior to commencement
- Current “First Aid Certificate with CPR” or willing to obtain one
- Satisfactory Police Check

## CHILD SAFETY

Child Safety Consistent with our mission as a Catholic school, the St Brigid’s College community is committed to a culture of child safety and zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the DOBCEL and St Brigid’s College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

## KEY DUTIES and RESPONSIBILITIES

- 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
- Report all Traffic Infringements to the Business Manager as soon as practicable
- Perform pre-trip safety maintenance checks and document in line with vehicle inspection procedures
- Additional duties as and when directed which includes driving students and staff for activities during school hours.
- Supervising and monitoring students while boarding and disembarking.
- Incident reporting documentation
- Identify any defects and report to the Business Manager for maintenance or repairs
- Ensure the school buses are always in good operating and roadworthy condition
- Perform minor maintenance duties
- Report delays, accidents, or other traffic and transportation situations to the Business 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 the bus is always kept in a clean and tidy condition. Post-trip and regular bus cleaning schedule maintained to a high standard. This includes:
  - Daily check and clean (as required) of bus windows
  - Daily/weekly sweeping of the floor and wiping the seats and other internal areas of the Bus with a damp cloth and suitable cleaning solution (as applicable)
  - Weekly/monthly washing the external of the bus
- 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
- Ensure a safe and hazard-free workplace environment by reporting any health and safety hazards. Always comply with College workplace health and safety policy and procedures
- Work cohesively as a team member and as required, assist team members to ensure all work tasks are completed
- Other duties as requested by Business Manager

Award & Conditions	CEMEA 2022
Title	School Bus Driver
Classification	School Services Officer Category B, Level 2
Time	Part Time and casual roles available
Reports to	Business Manager and College Principal
Tenure	Contract 1 or 2 years Casual positions also available

<b>Prepared: Nov 2021</b>	<b><u>Date</u></b>	<b><u>Comment</u></b>
Updated/Reviewed:	<b>March 2023</b>	<b>Cosmetic changes</b>
Updated/Reviewed:	<b>Oct 2024</b>	<b>Update to align with CEMEA2022</b>
Updated/Reviewed:	<b>February 2026</b>	<b>Updates</b>
Updated/Reviewed:		
Due for Review:	<b>Oct 2026</b>	

## Appendix I

<b>TRANSPORT SCHEDULE</b>		School days only, and subject to change
Murtoa bus run:		
	Morning	Travel to Murtoa, pick-up students at Murtoa 8:00am, arrive at St Brigid's College 8:30am
	Afternoon	Depart St Brigid's College 3:30pm, arrive Murtoa 4:00pm, return to Horsham*.
*Overnight Parking location of school bus to be negotiated with the successful applicant		
Nhill bus run:		
	Morning	Travel to Nhill, pick-up students at St Pats Primary School Nhill 7:30am, Return to Horsham via Dimboola bus-stop arrive at St Brigid's College 8:30am
	Afternoon	Depart St Brigid's College 3:30pm, Travel to Nhill via Dimboola bus-stop arrive St Pats Primary School Nhill 4:30pm, return to Horsham*.
*Overnight Parking location of school bus to be negotiated with the successful applicant		