



## **POSITION DESCRIPTION**

### **Bus Coordinator**

#### **Environment:**

Scotch Oakburn College is a Uniting Church co-educational day and boarding school of approximately 1,150 students from Early Learning through to Year 12, employing a team of 250 dedicated professional staff.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning (3yrs) to Year 5) as well as our Boarding House of approximately 70 students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6-8) and Senior School students (Years 9-12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

#### **Position Objective:**

To work collaboratively as part of a team to:

- Effectively schedule internal bus bookings and bus driver's roster.
- Oversee all maintenance, compliance, booking of busing services (both internal and external), and administrative matters related to the College's bus fleet.
- Provide the efficient, effective, and safe delivery of bus services in support of the College's curriculum and experiential learning programs.
- Provide exceptional customer service to internal and external customers of the College.
- Ensure College bus services deliver a punctual arrival and departure from designated points.
- In line with the College's policies and procedures, provide effective management of student behaviour whilst entering, exiting and travelling on buses.
- Order and approve expenditure within the parameters of the approved busing budget.
- Provide supervision of busing staff.
- Perform other duties as required, which may include supporting the Works team.

#### **Reports to**

Day to day supervisor is the Facilities and Property Manager and senior manager is the College's Business Manager.

#### **Level of Responsibility**

The Bus Coordinator is responsible and accountable for their own work which is performed within established guidelines using some discretion and is subject only to general and periodic supervision only.

### **Attitudes and Personal Qualities:**

All Scotch Oakburn College staff must be able to demonstrate the capacity and willingness to embrace the attitudes and personal qualities that underpin the working culture of our Scotch Oakburn College staff team:

#### **Attitudes**

- Supportive of the ethos of the College
- Understanding and supportive of all College staff
- Demonstrated maturity and capacity to relate to others in a positive and professional manner
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care
- Adherent to all College's policies and practices
- Preparedness to be actively involved in our College community
- Demonstrated commitment to professional development
- An effective and positively contributing team member

#### **Personal Qualities**

- Honest, trustworthy and ethical
- Friendly and approachable
- Considered, thoughtful and careful
- Reliable and punctual
- Flexible
- Energetic, pro-active and demonstrated initiative
- High-level interpersonal and communication skills
- A good role model (language, dress, grooming, hygiene, integrity)

### **Professional and Ethical Behaviour**

All members of staff are expected to observe all College's policies and procedures in particular, the Scotch Oakburn Code of Professional Conduct.

### **Hours and Weeks of Work**

#### **Hours**

This is a part-time position of 30 hours per week in accordance with the College's curriculum and experiential learning program needs as rostered Monday to Friday.

#### **Weeks of Work**

52 weeks per year.

### **Position Relationships**

The Bus Coordinator must be able to relate effectively with the following:

- Facilities and Property Manager
- Business Manager
- Finance Manager
- Maintenance Service Manager
- Students, parents of students and other members of the wider College Community.
- All staff of the College.
- Organisations with whom the College deals.

## **Duties and Responsibilities**

### **1. Supervision of the College's Buses and Busing Program**

- *Bus Fleet Management*
  - Ensure all College buses are registered, mechanically sound, well maintained, always cleaned and ready for use.
  - Discuss issues concerning the College buses with the Facilities and Property Manager, Business Manager and/or Finance Manager as required and in a timely manner.
  
- *Busing Administration*
  - Manage the busing order book and the ordering and approval of expenditure within the parameters of the authorised budget.
  - Effectively schedule internal bus bookings and driver's roster.
  - Supervision of College bus drivers.
  - Allocate and roster bus drivers to specific jobs.
  - Check and authorise weekly time sheets for all bus drivers, both permanent and casual.
  - Ensure availability of a designated bus driver across all non-school term periods.
  - Communicate with academic staff and bus drivers as required to ensure bus drivers are executing their role efficiently and effectively.
  
- *Compliance*
  - Ensure all compliance actions associated with operation of College buses are completed in full and conducted in a safe, timely and efficient manner.
  - Maintain accurate compliance records as required by legislation; regulation; and/or College Policy.
  - Ensure all staff that drive the College buses are appropriately trained and registered. This includes teaching and non-teaching staff who drive College buses occasionally.
  
- *Booking of External Buses*
  - Maintain good working relationship with external bus providers.
  - Make bookings of external buses as required and authorise payment of accounts.

### **2. Bus Driving**

Bus driving duties will be predominantly ad hoc bus runs (as required), and a back-up for fixed bus runs to support the other drivers.

- Ad hoc bus runs include:
  - Inter-campus transportation
  - Class excursions
  - Experiential learning programs
  - Sporting carnivals and tournaments
  - Co-curricular events
  - Boarders transportation

## **General Duties**

Whilst not an exhaustive listing, the following functions are typical of those which are expected of this position:

- Efficient, effective and safe delivery of College bus services.
- Cleaning and maintaining the bus fleet.
- Perform other duties as required, which may include providing support to the Works team.
- Contributing to the health and safety of students whilst entering, exiting and travelling on the bus.
- Supporting students with special needs.
- Participating in workplace safety procedures.
- Performing first aid as required
- Attending meetings and professional development as required.
- Providing any other assistance as required by College staff.
- Perform duties in a manner that is without an unacceptable level of risk to your own health and safety, other employees, students or the College community in general, making risk prevention a priority.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected using the College's Incident and Accident reporting system.
- Miscellaneous duties as requested.

## **Key Selection Criteria:**

1. Demonstrated experience in bus driving and fleet management.
2. Demonstrated depth and breadth of knowledge, understanding and experience in busing compliance including the servicing and maintenance requirements of buses, licensing requirements of operators, and a working knowledge of all relevant legislation.
3. Demonstrated high level of organisation, planning and time management skills suitable to managing the workflow of the busing team.
4. Demonstrated high level communication and interpersonal skills across a broad range of stakeholders (eg students, staff, external busing providers).
5. Demonstrated experience in the management of teams and/or demonstrated personal qualities of maturity, judgement, initiative and self-motivation with a capacity to work effectively as an active, contributing and committed member of a team.
6. Demonstrated fitness suitable to the inherent physical requirements of the position. Employment may be subject to a satisfactory medical examination against the inherent requirements of the role.
7. Demonstrated high level of adaptability and flexibility suitable to managing the diverse and sometimes changeable workflow of the Bus and Works teams.
8. A capacity and willingness to participate in appropriate professional learning opportunities across the College as required.
9. A current drivers licence including a medium rigid licence.

10. Passenger Public Vehicle (PPV) licence.
11. Current HLTAID004 First Aid qualification (Provide Emergency First Aid Response in an Education and Care Setting) (Prior to commencement).
12. A current satisfactory National Criminal History Certificate (Schedule 1 Record) (prior to commencement).
13. A current Working with Vulnerable People (Children) registration (prior to commencement).

**Mandatory Clearances – must be provided prior to commencement:**

**Working with Vulnerable People (Children) Registration and National Police Certificate (Schedule 1 Record)**

Irrespective of any legislated exemptions available under the relevant Act(s), employment at Scotch Oakburn College is subject to the requirement to at all times hold:

1. a current Working with Vulnerable People (Children) Registration issued by the Department of Justice, Tasmania; and
2. an appropriately clear National Criminal History Certificate (Schedule 1 Record) as evidenced by the provision of a renewed police certificate every three (3) years.

It is also a requirement of employment that you immediately advise the Principal or Human Resources Manager should your criminal history status change during your period of employment. This includes notifying the College of any pending criminal investigations and/or allegations as well as any convictions.

The cost of all clearances is at your own expense.

**1. Working with Vulnerable People (Children) Registration**

Working with Children Registration is a requirement under the Registration to Work with Vulnerable People Act 2013 and is issued by the Department of Justice, Tasmania. Information and application forms can be found at [Department of Justice](#)

**2. National Police Certificate (Schedule 1 Record)**

National Police Certificate (Schedule 1 Record) is also a requirement to work at Scotch Oakburn College and is issued by Tasmania Police. Information and application forms can be found at [www.police.tas.gov.au](http://www.police.tas.gov.au)