



## POSITION DESCRIPTION

### Bus Driver

TITLE:	Bus Driver
EMPLOYMENT STATUS:	Casual
HOURS OF WORK:	Casual ad hoc as rostered
DAYS OF WORK:	Monday to Friday
WEEKS OF WORK:	Academic weeks as per College Calendar
AWARD/AGREEMENT:	Scotch Oakburn College (Non-Teachers) Agreement
REPORTS TO:	Bus Coordinator
LOCATION BASE:	Penquite Campus
MANDATORY CLEARANCES:	1. Working with Vulnerable People (Children) registration 2. National Police Certificate (Schedule 1 Record) 3. First Aid Certificate (HLTAID012) 4. COVID-19 Vaccination in line with SOC policy

#### Environment:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,270 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. The College employs a team of 300 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 75 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:

- Provide the efficient, effective, and safe delivery of bus services in support of the College's curriculum and experiential learning programs.
- Ensure 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.
- Undertake any bus related administrative and/or maintenance matters that may be requested from time to time.

#### Reports to

Day to day supervisor is the Bus Coordinator and the Senior Manager is the Facilities and Property Manager.

### **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.

### **Duties and Responsibilities**

#### **Bus Driving**

Bus driving duties will be as rostered, and may include any of the following fixed bus runs, or as determined by need:

- Fixed bus runs (timetabled)
  - Blackstone Heights
  - Cressy
  - Boarders Shuttle
  - West Tamar
- Ad hoc bus runs (as required)
  - 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.
- Contributing to the health and safety of students whilst entering, exiting and travelling on the bus.
- Assisting with student supervision and behaviour management.
- 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.
- To the best of the employee's experience and knowledge, provide risk management information, as requested by their manager.
- 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.
2. Demonstrated high level of organisation, planning and time management skills.
3. Demonstrated high level communication and interpersonal skills across a broad range of stakeholders (eg students, staff, external bussing providers).
4. A capacity and willingness to participate in appropriate professional learning opportunities across the College as required.
5. A current drivers licence – medium rigid licence
6. Passenger Public Vehicle (PPV) licence

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

### **Working with Vulnerable People (Children) Registration, National Police Certificate (Schedule 1 Record), First Aid qualification and COVID-19 Vaccination Certificate**

Irrespective of any legislated exemptions available under the relevant Act(s), employment at Scotch Oakburn College is subject to the requirement to always 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.
3. Proof of COVID-19 Vaccination, as issued by the Australian Immunisation Register or valid exemption.

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 [Registration to work with vulnerable people \(cbos.tas.gov.au\)](https://www.cbos.tas.gov.au)

**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](https://www.police.tas.gov.au)

3. Evidence must be provided to the College that you have received all doses of a **COVID-19 vaccine** registered by the Therapeutic Goods Administration that is necessary for you to be issued with a vaccination certificate issued by the Australian Immunisation Register; or the college provides you with a written confirmation of an exemption.

**First Aid Certificate**

As a condition of employment all bus drivers are required to hold a minimum of a Provide a First Aid Response in an Education and Care Setting (HLTAID012) first aid qualification from a nationally recognised training organisation.