



TITLE:	Bus Driver
AWARD/AGREEMENT:	Scotch Oakburn College (Staff) Agreement
EMPLOYMENT STATUS:	Casual
COMMENCEMENT DATE:	Term 1, 2024
DAYS and WEEKS OF WORK:	Monday to Friday, academic weeks as per College calendar
HOURS OF WORK:	Casual ad hoc as rostered
REPORTS TO:	Bus Coordinator
LOCATION BASE:	Penquite Campus
MANDATORY CLEARANCES: <i>(must be provided prior to commencement)</i>	<ol style="list-style-type: none">1. Working with Vulnerable People (Children) Registration2. National Police Certificate (Schedule 1 Record)3. First aid qualification HLTAID0124. Current Drivers Licence – Medium Rigid5. Public Passenger Vehicle Ancillary Certificate

Environment:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 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 60 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.

Level of Accountability

- Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. At times this role will operate autonomously, however direction is available from the Bus Supervisor on a day-to-day basis where required. Guidance and advice is also available from the College Services Manager when required.

- All tasks must be completed within required timeframes, to a high standard, and performed within the parameters of College policies and procedures. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.
- Maintain high standards of professionalism, including personal presentation,
- Adherent to all legal and professional obligations including occupational health and safety, mandatory reporting and the College's duty of care.

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)
 - Cressy
 - Blackstone Heights
 - Borders Shuttle
 - West Tamar
- Ad hoc bus runs (as required)
 - Inter-campus transportation
 - Class excursions
 - Experiential learning programs
 - Sporting carnivals and tournaments
 - Co-curricular events
 - Borders 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.

Safeguarding Children and Young People

Our organisation takes safeguarding children and young people seriously, and as an employee of Scotch Oakburn College, you are required to meet the behaviour standards outlined in our Code of Conduct. You will receive a copy of the Code of Conduct as part of your induction. These guidelines are also accessible on our intranet, The Dash.

As a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse, by personnel as well as external individuals to management;
- report any breaches of policy by other personnel, however minor, to College management;
- maintain valid Working with Vulnerable People documentation'
- undergo periodic 'National Criminal History record' checks; and
- report to College management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

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 busing providers).
4. Demonstrated ability to work as a member of a small team.

5. A capacity and willingness to participate in appropriate professional learning opportunities across the College as required.
6. Demonstrated ability to understand and commit to the College's policies in relation to Child Safety.
7. A current drivers licence – Medium Rigid licence.
8. Passenger Public Vehicle (PPV) licence.