



TITLE:	Bus Driver	
AWARD/AGREEMENT:	Scotch Oakburn College (Staff) Enterprise Agreement	
EMPLOYMENT STATUS:	Permanent	
HOURS OF WORK:	Morning service Afternoon service Casual ad hoc	6:15am to 9:00am and 2:45pm to 5:00pm As rostered
DAYS AND WEEKS OF WORK:	Monday to Friday for academic weeks as per College calendar	
REPORTS TO:	Bus Coordinator	
LOCATION:	Based on Penquite Campus	
QUALIFICATIONS:	<ul style="list-style-type: none"> <li>• Bus Licence (Medium Rigid)</li> <li>• Public Passenger Vehicle Ancillary Certificate</li> <li>• First Aid Qualification (HLTAID012) – Provide First Aid in an Education and Care Setting</li> </ul>	
MANDATORY CLEARANCES:	<ol style="list-style-type: none"> <li>1. Working with Vulnerable People (Children) Registration</li> <li>2. National Police Certificate (Schedule 1 Record – Child Related activity)</li> </ol>	

**The College:**

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. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House of 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 to 8) and Senior School students (Years 9 to 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.

Scotch Oakburn College is one of 250 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.



Scotch Oakburn College is accredited by the **Australian Childhood Foundation** in recognition of its commitment to **child safety standards**.

Child safeguarding screening, selection and training practices form part of the recruitment and selection process, and employment conditions for all positions at the College.



**The Role:**

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.

**Key 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)

- Scottsdale
- 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.
- Undertake any additional duties as assigned by the Bus Coordinator and College Facilities and Services Manager, to support the objectives of Facilities and Property Department, Busing Team and College.

**Level of Accountability**

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is an autonomous role, with general direction provided on a day-to-day basis. Guidance and advice are available from the Bus Coordinator and College Facilities and Services Manager as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

**Organisational Relationships**

Reports to: Bus Coordinator

Direct Reports: Not applicable

Key Internal Relationships: College Facilities and Services Manager  
Other members of the Bus and College Services teams  
Students  
Staff of the College

External Relationships: Parents and carers of students  
Organisations with whom the College deals

Leadership Teams: Not applicable

**Safeguarding Children and Young People**

As an employee of Scotch Oakburn College, you are required to adhere to our Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required maintain valid Working with Vulnerable People documentation and undergo periodic national criminal history record checks. You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

**Work Health and Safety**

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,
- co-operate with any reasonable policy or procedure of the College relating to health or safety, and

- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

In accordance with its Recruitment Policy, Scotch Oakburn College is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.

**Key Selection Criteria:**

1. Demonstrated experience in bus driving.
2. Demonstrated high level of organisation, planning and time management skills, with the ability to work effectively as a member of a small team.
3. Demonstrated high level communication and interpersonal skills across a broad range of stakeholders (eg students, staff, external busing providers).
4. A capacity and willingness to participate in appropriate professional learning opportunities across the College as required.
5. A demonstrated commitment to actively contribute to the College's safeguarding culture for children and young people, including an understanding of the College's policies in relation to Child Safety.