

# Position Description



<i>Position:</i>	<b>Bus Driver</b>
<i>Reporting to:</i>	Business Manager (via the Property Manager)
<i>Type of Position:</i>	2022 school year contract, with the potential of becoming ongoing
<i>Position Hours:</i>	Part-time 30.4 hours per fortnight (0.4 FTE) during school terms  This role requires some flexibility as hours may alter according to bus routes and bookings
<i>Review Date:</i>	May 2022

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## **Summary:**

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the Bus Driver frequently interacts with students and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

## **Position Overview:**

The Bus Driver is responsible for undertaking scheduled bus driving duties, in particular a designated bus route before and after school each term day. The Bus Driver ensures that bus routes are serviced in a timely and professional manner, delivering service excellence to students and the College community.

**Position Responsibilities:**

- Help plan efficient bus routes to provide a great service to Bayside families
- Safe, professional and timely operation of nominated school bus routes as per scheduled timetable, and at other times for school activities on a casual basis
- Drive in a safe manner, adhering to road safety legislation and regulations
- Ensure all vehicles are ready to be used including having appropriate fuel levels, oil, water, and other items, as well as a complete full safety check, as per training, prior to first use of the bus each day
- Work with the Registrar and the Property Manager to ensure accurate and timely bookings of bus services for staff and students
- Assist in keeping school bus/es clean, safe and well maintained at all times by ensuring all OHS regulations and standards are in place
- Communicate delays or emergency situations with all stakeholders (parents, students, teachers/staff)
- As required, record all bus information in the school-based system
- As required, correspond with families regarding any changes to the bus routes in a timely and efficient manner
- Report safety and maintenance concerns with the Property Manager
- Report any driving infringements to the Property Manager
- Other tasks as requested by the Business Manager or Property Manager.

**Person Specification:**

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Be an active member of the Christian church
- Must hold a medium rigid licence (light rigid accepted)
- Previous bus driving experience in an educational setting (preferred)
- Demonstrated knowledge of school bus regulations, scheduling procedures and record-keeping as they pertain to school bus routes
- Strong written and verbal communication skills, including the ability to build rapport with staff and students
- Ability to work autonomously and as part of a team
- Good time management and decision-making skills
- Displays initiative, common sense and problem-solving ability
- Must hold a WWCC (employee) and Level 2 First Aid Certificate (or be willing to obtain)

- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Be able and willing to share personal salvation testimony, take and share devotions and pray with students and staff when necessary.

*It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Protection Policy and Child Safety Code of Conduct.*

*This Position Description may change at the discretion of the Principal; it is subject to annual review.*