

College Bus Driver

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of apersonal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Property Team

An efficient Property Team (Maintenance and Facilities) is vital to the College's success. The Property Team at Emmaus College is committed to the provision of quality professional services for staff, students, and families, adding value to the College operations and programs. The Bus Driver has a key role to play in providing safe and reliable transport to students and staff at the College.

The Position

The Bus Driver is responsible for daily and pre-trip inspections on the vehicle/s that they drive, maintaining accurate records of all trips in College Vehicles as required and driving in an exemplary manner, adhering to all road rules and driving safely for the road conditions. The Bus Driver is required to be aware of and adhere to all components of this position description, including the Safety Duties outlined below and in the related policies. The College Buses are garaged at the Vermont South Campus. The Bus Driver reports through the Property Manager to the Director of Business Operations and to the Principal.

Key Responsibilities and Duties

- Supporting the transportation needs of the College according to the hours below and as additionally requested by the Bus Coordinator and directed by the Director of Business Operations.
- Conducting the required daily checks and safety inspections on the College Buses.

- Noting any safety or maintenance concerns with the vehicles and reporting these to the Property Manager and the Bus Operator (Director of Business Operations).
- Ensuring both the internal and external appearance of the vehicles is appropriate and safe at all times.
- Liaising with the Property Manager to ensure vehicle servicing is facilitated as required.
- Maintaining the appropriate driver's licence and other regulated qualifications and requirements.
- Any other duties as required by the Director of Business Operations or Principal.

Bus Safety Duties

In operating and maintaining the College Bus fleet, the Bus Operator (DOBO) is required to eliminate risks to safety so far as is reasonably practicable. If risks cannot be fully eliminated, then risks must be reduced so far as is reasonably practicable. College Bus Drivers are required to be aware of and adhere to the policies, practices and operational matters listed below in addition to the key responsibilities and duties of this position.

College Bus Drivers are required to keep up to date with any changes to the relevant policies and practices:

- Alcohol and drug management policy.
- Fatigue management policy.
- Fire extinguisher location and use procedure.
- Operating the required devices (eg, safety lights) for each bus.
- Maximum passenger numbers for each bus.
- Number plates visibility requirements.

Experience and Qualifications

The Bus Driver will be required to have a current Working with Children Check (Employee level).

The successful applicant is required to have a current Victorian Heavy Vehicle or Medium Rigid (manual) licence.

The successful applicant is required to have or be willing to work towards the following qualifications:

- HLTAID001 – Provide First Aid (updated every three years).
- HLTAID009 – Provide CPR (updated annually).
- Anaphylaxis e-Training (updated every two years).
- Child Safety Mandatory Reporting module (updated annually).

As a driver representing Emmaus College, the Bus Driver will require an excellent level of driving skill and a safe driving record. The successful candidate will be required to be familiar with and adhere to all road rules and legislative requirements for bus drivers, particularly those under the Education Sector – Bus Safety guidelines and accreditation requirements. The successful candidate will have excellent communication skills and be comfortable working with teachers, students and non-teaching staff. Teamwork will be an important aspect of the role. The successful candidate will express a genuine interest in working in a school environment to support students, families and staff.

Salary and Conditions

- The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.
- Working hours will be 7.00am - 9.00am and 2.45pm - 4.45pm Monday to Friday. The role is an ongoing, permanent part-time position (0.53FTE).
- Any College excursions scheduled between school morning and afternoon runs will be additional payments to the above part-time hours.
- This is a School Support Officer (Category D) role under the CEMEA 2022 with the level dependent on skills and experience.
- The incumbent will work during school terms only when students are at school, receive four weeks' annual leave

and be stood down at other times.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.