



Flinders Christian Community College - Position Description

Casual Bus Driver

1. POSITION IDENTIFICATION

Title	Casual Bus Driver	Level	2
Campus	Tyabb or Carrum Downs Campus	Agreement/Award	Flinders Non Teaching EBA Educational Services (Schools) General Staff Award
Reporting To	Bus Coordinator / Administration Manager	Date effective	Tbc
Last updated	March 2025	Position No.	Tbc

2. INHERENT REQUIREMENT

Purpose

We bring hope and purpose to our community through Christian education.

Vision

To be a Transformative Christian Learning Community.

Values

We value:

- Love, Faith, Integrity, Humility, Grace, Excellence, Perseverance.

All staff at Flinders Christian Community College model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities and by the way they live. Every activity undertaken by the College must be characterised by love, mercy, forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's life, death and resurrection, which is the core of the Gospel.

Employees must agree with the College's:

- Purpose, Vision, Values, Philosophy of Christian Education;
- Statement of Identity;
- Statement of Faith;
- Nicene Creed and Apostles Creed.

The Employee shall have an in-depth knowledge of the ethos of the College (below) and the principles by which it operates and must be willing to support these unreservedly.

3. CULTURE AND VALUES

Ethos

All employees are expected to:

- Uphold at all times the practical demonstration of Faith in Christ and the College's underlying Christian beliefs and ethos in dealing with others
- Comply with Biblical standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Act responsibly to protect the safety and security of our students and other staff at all times
- Encourage positive behaviours and attitudes in students and others that demonstrate respect for all
- Perform duties in a responsible and professional manner, with due regard for the College's policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between the individuals personal interest and their duty to the College

Employees must support the College values and policies, and conduct themselves in a way which is consistent with this ethos. Specific expectations of employees are detailed in the College's Policy Handbook which is located on the Colleges' intranet.

4. RISK AND COMPLIANCE

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, students and the college. This position description is subject to the Risk Management Strategy/Policy and OHS Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices. To that end the following are also requirements of this role:

- a. Report all hazards observed including any potentially unsafe work practices;
- b. Report all incidents of injury or near miss;
- c. Actively Participate in all professional development and training regarding Risk management and OHS;
- d. Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to the College;

5. CHILD SAFETY

Our College is committed to child safety. We have zero tolerance of child abuse. Our robust People and Culture practices are strictly adhered to ensure that all employees understand their obligations with respect to Child Protection and the College's commitment to keeping our children safe.

6. PURPOSE OF POSITION

- The College Bus Driver safely and reliably transport students (and staff) on bus schedules, various excursions and activities throughout the school year.
- Provide administrative assistance to the Administration Manager in terms of bus operations

7. WORKING RELATIONSHIPS

Reports directly to: Bus Coordinator and Administration Manager regarding Bus Driver & Operations
Administrative Assistant duties

8. BRIEF SUMMARY OF ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
OUTCOME: Safely transport students to and from school in the morning and afternoon in a timely and professional manner, reflecting College values.	▪ Bus routes are serviced in a timely and professional manner ▪ Values of the College are always demonstrated to bus users
OUTCOME: Ensure the Flinders buses are compliant with the Bus Safety Regulations 2020, that the school meets all regulatory requirements, maintains accurate records, and stays up to date with relevant policies and standards.	• Conduct and record daily safety checks • Oversee bus servicing and maintenance according to the Bus Safety Regulations, including the Vehicle Safety Inspections and Annual Safety Inspections. • Review bus routes regularly and discuss improvements with the Administration Manager • Report any incident or bus defect • Keep the College buses clean inside and out • Monitor accreditation frameworks, • Prepare documentation, • Liaise with internal and external stakeholders, and supporting staff in meeting compliance obligations. • Facilitate audits, maintain accreditation records, and provide guidance on best practices.
OUTCOME: Drive students to and from excursions/camps when needed	• Bus driver may be required to attend excursions/camps as required by the College
OUTCOME: Oversee the training and induction of all teacher bus drivers.	• Organise induction training for all new teacher bus drivers • Ensure compliance documentation for drivers is maintained and recorded.

9. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential knowledge:

- **The incumbent must have proficient knowledge in the following areas:**
 - ✓ knowledge of Bus Safety Regulations
 - ✓ knowledge of how to appropriately interact with children
 - ✓ knowledge of how to deal with children with special needs
 - ✓ knowledge of scheduling system and procedures
 - ✓ knowledge of record-keeping system
 - ✓ knowledge of equipment cleaning standards and procedures
- **Safety Awareness**
Identifying and correcting conditions that affect children / employee safety; upholding safety standards
- **Work standards**
Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing tasks; self-imposing standards of excellence rather than having standards imposed
- **Contributing to team success**
Actively participating as a member of the team to move the team toward the completion of goals.

Preferred knowledge:

Previous bus driving experience in an educational setting.

Skills:

Experience in:

- Bus driver & Bus Admin duties which include strong organisational skills, attention to detail, and the ability to interpret and apply regulatory requirements.
The incumbent must also demonstrate the following skills:
 - ✓ ability to operate a school bus in a safe and responsible manner
 - ✓ client service and public interaction skills
 - ✓ team building
 - ✓ analytical and problem-solving skills
 - ✓ decision making skills
 - ✓ effective verbal and listening communication skills
 - ✓ ability to read and write to record pickups and maintain daily records
 - ✓ stress management skills
 - ✓ time management skills

Attributes:

- Personal Attributes
 - ✓ The incumbent must demonstrate the following personal attributes:
 - ✓ be honest and trustworthy
 - ✓ be respectful
 - ✓ possess cultural awareness and sensitivity
 - ✓ be flexible
 - ✓ demonstrate sound work ethics
 - ✓ deal with the public in a positive, courteous and respectful manner
- Living the vision and values:

- ✓ Keeping the vision and values of Flinders Christian Community College at the forefront of decision-making and action.

10. POSITION DIMENSIONS

NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	N/A
EXTENT OF DELEGATED AUTHORITY	N/A
LOCATIONS	Carrum Downs campus Or Tyabb Campus
ALLOWANCES/SPECIAL CONDITIONS	N/A
SPECIALISED EQUIPMENT/SPECIAL LICENCE REQUIREMENTS	• Current Employee Working with Children Check • Licence – Medium Rigid • Safe driving history & high safety standards • Medical fitness in accordance with relevant legislative requirements • Regular medical testing to ensure medical fitness in accordance with relevant legislative requirements • Level 2 First Aid/CPR qualification is desirable • A sound knowledge of the Asthma & Anaphylaxis management
OTHER IMPORTANT DIMENSIONS	This position is Casual and works during school terms only. It should be noted that, whilst detailed, this position description is not exhaustive, and the Administration Manager may at their discretion vary the responsibilities, from time to time, and as per operational requirements.