



Position Description

Position:	Casual Bus Driver
Appointed by:	The Principal
Responsible to:	The Facilities Manager as Business Manager's delegate
Location:	Multi campus

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar, responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, Staff and Student Professional Behaviours policy and procedures and Reporting and Responding to and Reporting Child Safety Incidents or Concerns Policies and Procedures), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the School Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

The School Bus Driver plays a central role in ensuring the safe, reliable and welcoming transport of students across the School's bus network. As one of the first points of contact for many families each day, this position contributes directly to student wellbeing, punctuality and the School's strong reputation within the community.

Working within the requirements of the Bus Safety Act 2009 (Vic), Road Safety Act 1986 (Vic) and the School's Student Safe Program, the School Bus Driver is responsible for the safe operation of school bus(es), adherence to scheduled routes, and appropriate supervision of students while travelling. The role requires sound judgement, calm decision-making, and a commitment to providing a transport service that supports the School's operational effectiveness and overall student experience.

Requirements, Duties and Responsibilities:

1. Planning and Organisation

- Adhere to scheduled work times, being punctual for the beginning of shifts
- Organise time effectively and efficiently in order to fulfil responsibilities
- Adhere to the driver's dress code, be neat, tidy and appropriately dressed while on duty

2. Relationships

- Develop positive relationships with members of staff
- Develop positive and professional relationships with the students and parents of the School, particularly with the children travelling on the School bus
- As the opportunities arise, develop positive relationships with members of the community and promote a positive image of the School among them

3. Vehicle Operation & Compliance

- Operate school buses in accordance with the *Road Safety Act 1986 (Vic)*, *Bus Safety Act 2009 (Vic)* and associated regulations.
- Drive the School bus for regular before and after school runs
- Be flexible in requirements for daytime bus driving for excursions/camps etc. (as required)
- Maintain order among students during trips to ensure safety
- Report delays, or other traffic and transportation situations
- Ensure the safety and comfort of passengers, and treat them with respect
- Comply with legal traffic regulations and safety requirements on the road
- Liaise with the Facilities Manager and Bus Coordinator in the case of behaviour issues with student passengers
- Assist with route planning, changes and special transport arrangements when required.
- Complete daily safety inspections, logbooks, and defect reports as required under legislation and School policy.
- Report mechanical issues promptly to the Facilities Manager and Bus Coordinator.
- Maintain clean and well-presented vehicles to reflect the School's standards.
- Be familiar with the School's Bus Emergency Management Plan
- Comply with requests from the School in response to any driver complaints
- Refuel the bus as required

4. Safety Responsibilities

- Ensure that blood concentration levels of any prescribed drugs and alcohol are always within the law (zero level)
- Support safe loading/unloading procedures at designated pickup and drop-off locations.
- Participate in training, induction and emergency management drills relevant to bus operations.

Professional Responsibilities

- Work collaboratively as a member of the facilities team to ensure best possible outcomes for students/staff/school.
- Actively engage in professional development activities.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.
- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.
- Actively promote the safety, welfare and wellbeing of students.
- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which support students to achieve their personal best, and considers individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing policies and procedures.
- Be vigilant and proactive with regard to student safety and student protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge, understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – **Implementing The Child Safe Standards – Managing The Risk Of Child Abuse In Schools And School Boarding Premises**, Child Safe Obligations, and other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Student Protection Program, including the School's Student Protection and Safety Policy and all associated policies and procedures.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies and procedures and applicable mandatory reporting requirements.
- Complete annual School compliance training, including all student safety modules

Key Selection Criteria

Qualifications

- Medium/Heavy Rigid Licence
- Driver's Licence
- Driver Accreditation Certificate
- A Police Check (not more than 6 months old) and a current Working with Children Check and First Aid Certificate
- Mechanical knowledge is desirable

Essential Criteria

- Able to demonstrate capacity to work well in a team environment
- Able to demonstrate planning, organisational skills and time management
- Able to demonstrate effective communication skills with staff, students, parents and the School Community
- Ability to cope with work pressures
- Ability to make decisions/solve problems on a timely basis

- f. Ability to plan, analyse and prioritise current and future needs through effective organisation and control
- g. Is versatile and demonstrates initiative
- h. Ability to work independently with minimum supervision
- i. Knowledge of names and locations of streets within the bus routes of the School
- j. Safety is your number 1 priority
- k. Excellent Driving Experience
- l. Thorough knowledge of Child Protection and Mandatory Reporting procedures.

Skills and Attributes

- Ability to demonstrate and authentically promote Gippsland Grammar's values.
- Ability to maintain confidentiality to the highest level.
- Ability to actively adhere to and promote the School's Student Protection and Safety Policies and Procedures
- Ability to collaborate, engage and inspire others in a positive manner.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, including the ability to display compassion, patience and flexibility.
- A proven ability to work effectively, constructively and collaboratively within a team.
- Be highly motivated with the ability to display initiative.
- Well-developed organisational skills, including the ability to manage own workload and meet deadlines.
- Be highly motivated, with a growth mindset.
- Demonstrated ability to work with families, children and educators in a culturally competent manner.

Accountability

- Undertake work and duties under limited direction and with integrity.
- Work to timeframes and within relevant delegations of authority.
- Promptly report any traffic infringements, licence status changes, or incidents that may impact eligibility to drive, enabling the School to manage safety and compliance risks effectively.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar: compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices, policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Student Protection and Safety Policy (a copy of which is available on the School's website).

Gippsland Grammar is a student-safe environment. Every student has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's student safe practices, as outlined in the Student Protection Program policies on the School's website.

All prospective employees will be informed about the School's child safety and wellbeing practices, including the Student Protection Staff Code of Conduct and Staff and Student Professional Boundaries Policies and Procedures.

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.