

**Reports to:** Business Manager

**Category:** Part-time

**Time Fraction:** As required

**Hours and Days:** To be negotiated

**Tenure:** Fixed- Term (Possibility of Ongoing in 2027)

**Base Campus:** St Paul's Campus

### About Emmanuel College

Emmanuel College operates within a Catholic ethos based on Gospel values, respect for personal dignity, peace and justice, integrity, and reconciliation, as expressed in its Marianist tradition. All College staff enact the five characteristics of Marianist education:

- Formation in Faith
- Family Spirit
- Service, Justice, Peace and Integrity of Creation
- Integral, Quality Education
- Adaptation and Change

All staff are expected to uphold the College's Child Safety Code of Conduct and the Victorian Catholic School Statement of Commitment to Child Safety.

### Position Summary

The Bus Driver is responsible for providing a safe, reliable, and professional transport service for Emmanuel College students and staff. The role supports the day-to-day operations of the College by ensuring students are transported safely and in accordance with road laws, College procedures, and child safety requirements. The bus driver will transport students between campuses for required events, and also regularly take students on excursions or for ACC or SACCSS sport competitions to other schools and sporting venues.

### Key Responsibilities

#### Bus Operations

- Deliver a prompt and reliable transport service for students and staff.
- Conduct pre-departure safety checks and report any mechanical defects.
- Drive safely and efficiently while ensuring passenger safety and comfort.
- Maintain up-to-date knowledge of road laws and relevant transport regulations.
- Ensure the bus is maintained in a clean and hygienic condition.

#### Safety and Compliance

- Identify, address, and report unsafe or unhealthy conditions or practices.
- Comply with all College policies and procedures, including Occupational Health and Safety and Child Safety requirements.

- Accurately complete required records, including daily journals, time records, and fuel logs.
- Always maintain confidentiality and professional conduct.

#### Professional Conduct

- Interact respectfully and professionally with students, staff, and the wider College community.
- Represent Emmanuel College positively while on duty.
- Perform other bus-related duties as required.

Other duties as requested by the principal.

### Skills, Experience, and Qualifications

#### Essential:

- A current and valid Victorian MR or HR Driver Licence.
- Demonstrated safe driving record.
- Strong commitment to student safety and wellbeing.
- Good communication and interpersonal skills.
- Ability to work independently and responsibly.
- Understanding of appropriate professional boundaries when working with children.

#### Desirable:

- Experience driving buses or similar large vehicles.
- Experience working in a school or child-focused environment.
- Understanding of the ethos and mission of a Catholic school.

### Professional Review

This Position Description is intended as a framework for professional review. As Emmanuel College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

### Conduct

The Bus Driver represents Emmanuel College and must maintain professional presentation and conduct at all times. All interactions with students, staff, and members of the College community must reflect the values and ethos of Emmanuel College.