



POSITION DESCRIPTION

POSITION	BUS DRIVER	
SCHOOL / DEPARTMENT:	BOARDING	
POSITION REPORTS TO:	HEAD/S OF BOARDING	
POSITION PURPOSE:	To provide safe, efficient and professional transportation of students to external activities and locations. Contribute to and build positive relationships with students, parents and staff.	
MAIN PEOPLE INTERACTIONS:	INTERNAL Heads of Boarding Houses Boarding Colleagues Teaching Colleagues Business and Administration Team	EXTERNAL Student Parents/Guardians

ABOUT GREAT SOUTHERN GRAMMAR

Mission Statement: To provide a first-class education built on the principles of the Christian faith and led by highly committed staff.

Our Commitment: Great Southern Grammar (GSG) is committed to providing students with a well-rounded education that imparts valuable life skills and prepares young people to participate and achieve in their community and society.

Our Values Integrity | Respect | Compassion | Commitment

Expected behaviours and attitudes

1. Actively support the School's Christian ethos;
2. Actively support a child safety culture, with a zero tolerance for child abuse;
3. Adhere to Great Southern Grammar's values;
4. Adhere to the School's Policy, Procedures and Codes;
5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and hazard-free environment; and
6. Demonstrate:
 - o energy, enthusiasm and drive;
 - o diplomacy and tact;
 - o an ability to maintain confidentiality;
 - o honesty and an outstanding work ethic;
 - o loyalty to the role, people and the School;
 - o understanding of expectations of independent schooling;
 - o involvement in co-curricular
 - o a positive and proactive attitude; and
 - o respect for self and others.



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KEY AREA	RESPONSIBILITIES AND TASKS
ACTIVELY SUPPORT PASTORAL CARE	Work in accordance with the School's Pastoral Care programs; and Maintain the confidentiality of delicate or sensitive information at all times.
ACTIVELY SUPPORT SCHOOL OPERATIONS	Comply with all relevant legislative, regulatory obligations, School's codes, policies and procedures; Complete administrative and operational activities in alignment with School's requirements; and Be willing to undertake tasks as requested by the Principal or their delegate.
EFFECTIVELY SUPPORT THE TRANSPORT OF STUDENTS	Provide an honest and friendly rapport with students and parents; Undertake the safe transportation of students to external activities obeying all road rules; attentiveness to traffic and weather conditions; Pick up, drop off and collect students in accordance with the assigned transport schedule; Provide a safe environment within the bus by enforcing rules of conduct and responding to emergencies; and Monitoring of student behaviour reporting any inappropriate behaviour to the appropriate boarding staff.
EFFECTIVELY MONITOR VEHICLE SAFETY AND CLEANLINESS	Undertaking vehicle checks for safety and roadworthiness prior to use; Ensure vehicle is clean each use; and Reporting of any damage, maintenance or safety issues to the Head of Facilities and Property or Business Manager.
OTHER	Ensure compliance with the School's Vehicle Procedure and provide support to others as required; Ensure appropriate duty of care is provided to boarding students; Work cohesively as a team member and as required, assist team members to ensure all work tasks are completed; Attend relevant team/boarding meetings when required; Participate in staff professional development as required; Be conscientious and respectful of the co-educational nature of the boarding; and community, including following appropriate procedures.
PHYSICAL DEMANDS OF THE ROLE	Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects, for day and night hours; Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 6 metres; Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups; Ability to exert up to 25 kg of force to lift, carry, push, pull, or otherwise move objects; Ability to sit for long periods and maintaining focused concentration in all driving conditions; and



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	Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical office and classroom equipment, and move about the work area.
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PERSON CRITERIA:	
QUALIFICATIONS:	Essential Working with Children Check clearance; Satisfactory National Police History Check; Hold appropriate Australian work rights; Hold valid LR Licence with Passenger Transport Driver (PTD) Authorisation; and Valid First Aid Certificate.
KNOWLEDGE AND EXPERIENCE:	Essential Experience in a similar role, including transporting passengers, ideally within a school environment; Knowledge of safe work practices'; Good driving record; Desirable Mandatory Reporting training; Previous experience working with youth.
SKILLS AND ABILITIES:	Essential Strong skills, enabling harmonious and positive relationships with colleagues, students, and parents/guardians; Flexible, patient and ability to respond quickly and remain calm in stressful situations; Displays initiative, common sense and problem-solving ability; High level of emotional resilience; Demonstrate strong social skills and relatability; Sound literacy and basic administration skills'; Good written and verbal communications skills; Ability to operate and control relevant equipment; Strong time management and organisational skills; Demonstrated ability to work autonomously and as part of a team; Ability to demonstrate an understanding of appropriate behaviours when engaging with children; and Strong ethical character.