

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
T O W N S V I L L E

ROLE TITLE:

School Bus Driver

REPORTS TO:

Luke Bails (Principal)

Sonya Chun Tie (Business Manager)

David Jones (Facilities Manager)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

CLASSIFICATION:

Passenger Vehicle Driver - North Queensland

Grade 4

The Cathedral School is seeking a permanent part-time, term-time School Bus Driver to assist with the morning collection and afternoon drop off of school students. The role will initially consist of morning and afternoon school runs with extra hours performing various school excursions/trips.

ORGANISATIONAL ENVIRONMENT

The Cathedral School is an Anglican co-educational school of approximately 1100 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

ORGANISATIONAL EXPECTATIONS

All employees are expected to respect the confidentiality of the individual, and to treat all members of the school community with courtesy.

All employees are bound by the requirements of the school's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000* (Qld), employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the school.

PRIMARY ROLE PURPOSE

The position of School Bus Driver is a part-time, term-time position. The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. As Driver you must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey road laws, regulations, and rules of conduct.

The School Bus Driver is expected to treat residents and members of the public in a courteous and respectful manner. This includes the ability to receive complaints about schedules and levels and quality of service. In return the School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for School Bus Driver to operate the school bus in a safe manner. Failure to ensure the safe passage of students to and from school may result in serious liabilities for the school.

Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

Drivers are to be aware that school buses/vehicles are fitted with GPS tracking devices which will be used to monitor vehicle locations, movement and driving behaviours.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Facilities Manager for the day to day performance of duties. Employees at this level are responsible and accountable for their own work.

Work is carried out with general supervision on progress and outcomes and involves the application of knowledge and initiative to achieve outcomes within time constraints by prioritising tasks and determining best practices to implement in order to meet deadlines.

SKILL AND KNOWLEDGE

ESSENTIAL CRITERIA

The School Bus Driver will be required to meet the following Essential Criteria and actively work towards obtaining the desired competencies, knowledge, and skills.

Qualifications

- MR Drivers licence.
- Drivers Authorisation.
- Valid Working with Children Check (Blue Card).
- Current First aid and CPR certificates.

Competencies, Knowledge & Skills

- Demonstrated responsible outlook, with an ability to relate to school aged children is required.
- Experienced bus driver with excellent driving record.
- Ability to operate a school bus in a safe and responsible manner.
- Excellent communication and interpersonal skills.
- Problem solving skills.
- Organisational and time management skills.
- Ability to work within a team environment.
- Ability to demonstrate flexibility, creativity, and initiative within work role.
- Ability to undertake continual manual tasks on a day to day basis.
- Ability to recognise when tasks are required and organise work schedule in order to achieve these tasks.

Desirable Qualifications, Competencies, Knowledge & Skills

- An understanding of work health and safety and anti-discriminatory practices.

KEY ACCOUNTABILITIES

The key accountabilities of the School Bus Driver are to safely and effectively operate a bus service for various students within the school. This includes:

Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life

- Operate the school bus in a safe and efficient way according to all relevant legislation, policies, and procedures.
- Perform daily safety and maintenance checks.
- Perform minor maintenance duties such as changing the oil.
- Clean the bus as scheduled and/or required.
- Ensure the bus is safely and securely stored.
- Advise the Administrative Officer of any requirements for maintenance or repairs.
- Drivers are to be aware that school buses/vehicles are fitted with GPS tracking devices which will be used to monitor vehicle locations, movement and driving behaviours.

Maintain schedules and maintain order on the school bus

- Pick up and deliver students as per a set schedule.
- Take attendance on the school bus.
- Ensure students are aware of rules and responsibilities as passengers.
- Maintain order and discipline on the school bus.
- Make note of any behavioural or disciplinary problems.
- Perform other related duties.

Other

- Respond to breakdowns and crises within area of responsibility.
- Maintain knowledge of, and compliance with, all relevant Legislation, Regulatory requirements, Professional Standards and Guidelines (within scope of work role) and with the organisational goals and objectives, policies, procedures, and practices of the school.
- Communicate/liase effectively with both internal and external stakeholders to ensure the efficient and effective provision of services.

- Participate in yearly driver assessments.
- Attend yearly/half-yearly driving tests and eye tests as requested by the Facilities Manager.

Workplace Health & Safety

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees, or the general public.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the school.

FUNCTIONAL JOB REQUIREMENTS:

Critical job demand descriptor	% of time the task is performed	Task
Constant	>66%	<p>Static sitting for extended periods on school bus runs (2 hours).</p> <p>Driving for long periods with extended arms on the steering wheel.</p> <p>Repetitive sustained right leg force when applying the break.</p> <p>Neck rotation left and right for checking of mirrors, side traffic</p> <p>Constant concentration and awareness.</p> <p>Reaching, pushing, and pulling with hands to operate vehicle and controls.</p> <p>Vision for safe driving.</p> <p>Hearing for horns, conversation, and bus sounds.</p>

Critical job demand descriptor	% of time the task is performed	Task
Frequent	34%–66%	Talking (communicate with passengers and give verbal instructions). Sweeping of bus floor. External wash of bus with hose and brush using extended arms and overhead reaching.
Occasional	5%–33%	Walking (while inspecting and cleaning the bus). Standing (while inspecting and cleaning the bus). Climbing (in and out of the bus). Stooping (while inspecting and cleaning the bus). Crouching (while inspecting and cleaning the bus). Static sitting for extended periods on school excursions (>2 hours). Lifting and loading/unloading items being stored on bus.
Rare	<5%	Kneeling (while completing a bus inspection). Ability to use emergency exits within the bus. Ability to change a tyre as required.

APPLYING FOR THE POSITION

To apply please submit a cover letter and current resume. We will assess applications as they arrive, so please apply today!

Please send applications to:
Human Resources
The Cathedral School
Email: hr@cathedral.qld.edu.au