

School Bus Driver

Position Description



Employment Type:	Casual
Normal Hours:	Morning and Afternoon of days of the school term that students attend
Classification:	Level 1.1 of the Educational Services (Schools) General Staff Award 2020 (Currently \$26.15/hour)
Area of Responsibility:	Transport
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Property Manager

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. Our student population is 800 and St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young men and women with a social conscience who can contribute to society, and leaders who want to journey through life with tolerance and compassion for others.

Position Objective

To transport students to and from school in a safe and efficient manner.

Working Relationships

The position reports to the Property Development and Program Manager and works with students on a day to day basis.

Position Responsibilities

- To transport St John's Grammar students to and from school in a 12 seater bus in a safe and efficient manner, following specified routes.
- To utilise Rollcall (Bus Travel specific software) to determine which children are to be picked up and from which stop.
- To ensure that children on the bus follow all safety requirements as passengers in the vehicle.

Candidate Profile

Qualifications

Essential

- C class South Australian Driver's Licence is essential, MR is preferred.

Desirable

- Current First Aid Certificate, WWCC and Responding to Risk of Harm, Abuse and Neglect (RRHAN); if these are not current, the School will provide the resources to complete them

Experience

Essential

- Experience transporting passengers on a bus is essential.

Desirable

- Experience transporting children to and from school is desirable.

Skills and Abilities

- Ability operate a bus safely and efficiently is essential.
- Ability to relate to students in a calm, friendly and polite manner is essential.

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

R Anderson

PRINCIPAL

St John's Grammar School

November 2021

