

# ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

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## Position Information Document

### Bus Driver

### ESO GRADE 2

<b>Title of Position:</b>	Bus Driver
<b>Reports to:</b>	Principal / Deputy Principal
<b>Stream:</b>	Services
<b>Classification:</b>	Grade 2
<b>Number of Direct Reports:</b>	Nil

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia (CESA) is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support, and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

### **POSITION OVERVIEW**

The Bus Driver is responsible for the safe and reliable routine transport of students for school-related activities.

### **SIGNIFICANT WORKING RELATIONSHIPS**

- Principal / Deputy Principal
- Teaching and non-teaching staff
- Parents / caregivers, students and school community
- Visitors
- External parties / stakeholders

## **KEY RESPONSIBILITIES**

Duties include, and not limited to:

- Operate the bus in a safe and efficient way according to all relevant legislation, policies, and procedures and in a safe and effective manner to minimise the risk of injury, property and damage.
- Pick up and deliver students as per the schedules provided in advance.
- Take attendance checks of passengers on the bus and at the end of each completed bus run, undertake a thorough check to ensure all passengers have disembarked and are accounted for.
- Ensure students and others are informed of rules and responsibilities to enable safe transport at all times.
- Make note of any behavioural or disciplinary problems and report to line manager.
- Perform daily safety and maintenance checks and carry out minor maintenance duties such as changing the oil. Report any service requirements to the Principal (or delegate) in a timely way and make the necessary arrangements to ensure operating and roadworthy requirements continue to be effectively met.
- Ensure the bus is cleaned inside and out each day it is used and is safely and securely stored.
- Ensure routine and required servicing is scheduled and occurs as per the service schedule or as otherwise required and is adequately documented.
- Participate in school activities/events, meetings, required training, professional reviews as appropriate.
- Perform other duties as directed by the Principal (or delegate).

## **Work Health & Safety**

- Comply with WHS policies, practices, and priorities, within area of responsibility.
- Utilise adequate protective clothing and equipment when required.
- Participate in any role related WHS-related activities.

## **PERSON SPECIFICATION**

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Hold relevant and current drivers licence and have demonstrated relevant skills and experience in driving and maintenance of a bus.
- Knowledge, experience and effective application of Australian road rules and to operate a bus safely and responsibly at all times.
- General computing skills and knowledge and ability to utilise Microsoft Office products to undertake routine correspondence and prepare basic reports.
- A demonstrated ability to work collaboratively and cooperatively with others as a positive team member.

- Good interpersonal and communication skills and ability to safely and responsibly take instruction and respond appropriately.
- Work under general supervision and apply a range of well-developed skills to a variety of problems, within scope of position.
- Ability to apply some discretion and take responsibility for own work and outcomes to specified standards.
- Good organisational and time management skills to carry out required tasks in a timely and competent manner.
- Demonstrated knowledge, understanding and application of protective practices and professional boundaries, especially in relation to interacting with students.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.

## **ROLE REQUIREMENTS**

- Must hold a current unrestricted South Australian Driver's License class of LR, MR, HR, HC or MC as appropriate for the bus and/or towing. (Must not be subject to any conditions such as provisional, probationary or suspended).
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification if required by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.