

Bus Driver

DEPARTMENT/TEAM	Facilities and Maintenance – Support Staff
RESPONSIBLE TO	Principal
DIRECT SUPERVISOR	Maintenance Supervisor
POSITION CLASSIFICATION	General Operational Staff – Level 3
CONDITIONS OF EMPLOYMENT	NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement

College Overview

St Mary Star of the Sea College is a Catholic Girls' Secondary School in the Good Samaritan tradition, which recognises and respects the dignity and individuality of each person within our multicultural community. We strive to develop each student's capabilities through a variety of high-quality learning experiences while promoting the freedom and love of learning. We are deeply committed to amplifying the voice and the gifts of young women to enable them to be and to achieve their best and to claim their roles as leaders of the future. We are equally deeply committed to equipping our students with the skills and the confidence to ensure their agency and advocacy over their lives and their relationships. All members of staff have a responsibility to foster in their students and in their colleagues the rich tradition of Catholic values and education in the Good Samaritan/Benedictine tradition.

As a community of faith, Good Samaritan Education (GSE) is deeply rooted in the Benedictine spirituality gifted to us by the Congregation of the Sisters of the Good Samaritan. The Rule of Benedict, written over 1500 years ago and lived by the Sisters for over 150 years in Australia, underpins GSE's commitment to the ministry of Catholic education. This commitment is further inspired by the Parable of the Good Samaritan (Luke 10:25-27) and gives witness through the engagement of the schools with the ministries and works of the sisters.

As a member College of Good Samaritan Education, St Mary Star of the Sea College continues to be guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. We are committed to the statement on The Voice and Experience of Women in Leadership.

All roles within the College reflect an understanding of the policies which govern the administration and structures of College management, including Care and Protection of Students, Crisis Management and Privacy. It is an expectation that all members of staff, while acknowledging the authority and responsibility of middle management and the Executive, would work together cooperatively at all times to achieve the best outcomes for all members of this Good Samaritan College community.

Position Purpose

To provide safe and timely transportation of St Mary Star of the Sea College students to and from school in the College bus.

Accountabilities

Transportation of Students

- Drive safely and in accordance with all Transport for NSW Roads legislation and regulations.
- Perform all duties in accordance with college policies and procedures.
- Take reasonable care to protect and ensure the health and safety of everyone on the bus.
- Communicate professionally and appropriately with students on the bus and liaise directly with College staff regarding any issues.
- Report weekly log of attendance to People and Culture

Teamwork and Reporting

- Attend and participate in required training and staff meetings, where necessary.
- Work cooperatively with Bus Duty staff, Teachers and Maintenance Staff.
- Report critical incidents immediately and report behaviour incidents within 24 hours of their occurrence.
- Report any unsafe working conditions, practices or defects with vehicle or equipment.
- Report any potential health and safety risks.

Vehicle Maintenance

- Maintain high standard of driver care and responsibility for the vehicle and associated equipment.
- Complete daily Safety Checklist and ensure vehicle has adequate fuel supply for the following day.
- Maintain vehicle (interior and exterior) in a clean and tidy condition, completing general clean and checks before and after each bus service route.
- Complete bus maintenance records and assist with coordination of servicing/repairs as required.

Key Challenges

- Ensuring timely service and adherence to agreed bus schedule
- Providing high standard of professionalism and customer service to diverse stakeholders (staff, students and parents/carers).

Key Relationships

- Responsible to the Principal, the Bus Driver reports directly to the Maintenance Supervisor and Business Manager.
- The Bus Driver works within a small team of Maintenance staff as part of the College Support Staff
- The role requires the establishment of positive working relationships with all staff, students Years 7-12 and their parents/carers.

Essential Requirements

- Current Class C NSW Drivers Licence
- Current Light Rigid (LR) Licence
- Working With Children Check for paid employment.
- Current First Aid certificate
- Ability to communicate professionally and respectfully with students, parents and staff.
- Punctuality and organisational skills with the ability to plan and complete tasks efficiently and safely.
- Demonstrated commitment to safe driving and workplace health and safety with sound understanding of the health and safety risks associated with the role.
- Ability to read, interpret and apply Safe Work Method Statements (SWMS)