



Role Description: College Bus Driver

Reports To:	The College Bus Driver reports to the Business Manager through the Facilities Manager.
Start Date	March 2021 or as negotiated
Hours of Work	Casual <i>*Please note, due to the nature of the position, weekend work, late night and broken shift duties maybe required.</i>
Classification:	<i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023.</i>

College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.



Overall Role Purpose

Working under the broad guidance and professional direction of the Facilities Manager, the College Bus Driver assists in the transportation of students and staff to College related events and activities as and when required.

The successful applicant will have the skills, ability and willingness to:

- Deal with students of all ages in a positive, fair and non-confrontational way and resolve conflicts effectively;
- Make clear, logical decisions and solve problems in a dynamic environment;
- Display a positive and responsible attitude towards your work including a willingness to work independently as well as part of a team;
- Acquire and implement new knowledge and skills; and
- Communicate and provide advice in a polite and courteous manner.

Key Accountabilities & Responsibilities

1. Key responsibilities

Some of the key accountabilities and responsibilities of the College Bus Driver include, but are not limited to:

- Provide safe and timely transport services for the College including but not limited to transporting students to College-related events and activities.
- Perform safety and maintenance checks before and after each job, including ensuring fuel levels are maintained;
- Ensure all trip details (including mileage) is recorded in appropriate vehicle logs;
- Perform minor maintenance duties, replenishing oils and coolants;
- Clean the bus as scheduled and/or required;
- Ensure the bus is safely and securely stored;
- Ensure the College bus is maintained in good operating condition and repair at all times;
- Promptly report any requirements for maintenance or repairs to the College Facilities Manager;
- Promptly report all Traffic Infringements to the College Facilities Manager as soon as practicable;
- Promptly report delays, accidents, or other traffic and transportation situations to the Facilities Manager as soon as practicable;
- Pick up, drop off and collect students as directed and/or required.
- Where supervising Teacher is not available, record student attendance before departure and upon arrival at destination. Immediately report any student absences to the supervising Teacher, Head of Boarding if it relates to a boarding student or to the Principal;
- Ensure students are aware of the rules and responsibilities as passengers;
- Maintain order, discipline and security on the school bus;
- Obey all laws, regulations and rules of conduct;
- Work cohesively as a team member and assist staff as required;



- Ensure a safe and hazard-free workplace environment by reporting any health and safety hazards to the Facilities Manager.
- **Safeguarding Children and Young People**
- The College takes child protection seriously, and as a staff member or volunteer of the College, you are required to meet the behaviour standards outlined in our Staff Code of Conduct. You will receive a copy of this Code as part of the induction process.
- With the above in mind you are required to:
 - Provide a welcoming and safe environment for students;
 - Promote the safety and wellbeing of students to whom we provide services;
 - Ensure that your interactions with students are positive and safe;
 - Act as a positive role model for students;
 - Report any suspicions, concerns, allegations or disclosures of alleged abuse immediately to the College Leadership Team in accordance with the College's Child Protection Procedures and Guidelines;
 - Maintain valid "working with children" documentation;
 - Undergo Police Checks as required.
 - Report to any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

2. Other Duties:

- Attendance at College meetings, training sessions and other activities as and when required (including the College's annual Staff Week).
- Other duties as directed by the Principal (or their delegate) and Business Manager.

3. Environment

- Ensuring at all times a focus on prompt, professional and friendly service.
- Promoting the College positively on all occasions.

4. General

All employees of St Ursula's College, Toowoomba are required to:

- Demonstrate support for the College's philosophy, policies and procedures, core values and commitment to the Ursuline and Catholic ethos.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal.

5. Work Health & Safety



- All staff have an obligation to comply with the College's workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any person at the workplace.
- Please note the position is a moderately strenuous job. The driver must sit for long periods and requires intense concentration, particularly in poor driving conditions. The driver must ensure appropriate rest breaks are taken to manage driver fatigue.
- Strictly no use of medication or other substances that may impair driving ability or performance at any time.

6. Equal Opportunity

- All staff are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

7. Staff Development

- All staff required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

SELECTION CRITERIA

Qualifications, Skills, Knowledge & Experience

- Minimum **MR (Medium-Rigid) Driver Licence** essential along with a minimum of 8-10 years driving experience.
- Positive Notice Working with Children Blue Card or willingness to obtain (at own expense) prior to commencing work at the College.
- Current First Aid & CPR Qualifications or willingness to obtain (at own expense) prior to commencing work at the College.
- Police Check or willingness to obtain (at own expense) prior to commencing work at the College.
- Excellent work ethic and a positive 'can do' attitude.
- Good communication skills.
- Good understanding of Risk Management as it relates to driving and road safety.
- Strong customer focus and the desire to provide a high level of service.



CHECKLIST FOR APPLICATION

1. Cover letter addressed to Mrs Appleby, College Principal, addressing the Selection Criteria. This should be no more than 1 (one) A4 page in length - **pdf please.**
2. Curriculum Vitae no more than 2 (two) A4 pages in length – **pdf please.**
3. Copies of all relevant qualifications and certifications including copies of:
 - a. Positive Notice Working with Children Blue Card;
 - b. First Aid & CPR Qualifications.
4. Referees – two professional referees are required.
5. Applications should be submitted electronically to the College Principal and Business Manager- hr@st-ursula.qld.edu.au. Please mark the subject as “*Application – College Bus Driver*”
6. Applications to be submitted **as soon as possible** (no later than **5pm, Friday 26 March 2021**)
7. Interviews will be held at the College between **29 and 31 March**, or as negotiated.
8. Successful application to commence work as negotiated.
9. For more information regarding the position please email Miss Brontë Shaddock, Human Resources Coordinator at hr@st-ursula.qld.edu.au.