

## Maintenance Officer / Transport Officer (Bus Driver)

### (Position Description)

The Maintenance Officer / Bus Driver plays a key role in the transportation of students, management of the College bus, and in the efficient and effective operation of the College by providing high level care of the school facilities. Tasks can vary between doing the morning or afternoon bus run, addressing immediate maintenance and safety concerns, basic works projects and scheduled maintenance tasks and procedures.

The Maintenance / Transport Officer (Bus Driver) takes direction from, and is accountable to, the Daily Organiser and the Property Manager.

#### STATEMENT OF DUTIES: Grounds and Maintenance Officer / Bus Driver

<b>Bus Transportation</b>	<ul style="list-style-type: none"> <li>• School Bus Service: provide punctual and safe transportation for students from designated stops to, and from the College.</li> <li>• Ensure that students follow the code of conduct for bus travel and report all concerns to the College Organiser.</li> <li>• Adhere to bus accreditation guidelines.</li> <li>• Driving students to and from excursions, activities and camps</li> <li>• Pick up and drop off equipment as needed</li> </ul>
<b>Documentation / Legislation / Audits</b>	<ul style="list-style-type: none"> <li>• Maintain accurate records for accreditation of buses by the Department of Infrastructure.</li> <li>• Liaise with the bus leasing company as required.</li> <li>• Attend the periodic audit of buses by the Department of Infrastructure.</li> <li>• Observe all legislation and audit requirements.</li> <li>• Keep up to date with safety advice in relation to driving and carrying passengers.</li> <li>• Attend bus safety and accreditation training.</li> </ul>
<b>Vehicle Maintenance</b>	<ul style="list-style-type: none"> <li>• Daily safety check on the College bus.</li> <li>• Periodic service of the College bus.</li> <li>• In the event of damage to the bus, attend to the repair of the vehicle and oversee the insurance claim process with the bus leasing company.</li> <li>• Regular cleaning and care of the bus (internal and external)</li> </ul>
<b>Grounds and Maintenance</b>	<ul style="list-style-type: none"> <li>• Respond to emergency situations during and after hours for the purpose of resolving immediate safety concerns.</li> <li>• On arrival perform daily site inspections to identify damage and safety risks.</li> <li>• Report to the Property Manager safety concerns or work needing attention</li> <li>• Complete routine and scheduled maintenance of school property</li> <li>• Perform specific maintenance tasks as directed</li> <li>• Maintain lawns and perimeter garden beds</li> <li>• Comply with all OH&amp;S regulations related to safe use of chemicals and hazardous materials, and manual handling</li> <li>• Ensure that staff, students and visitors to the school are not exposed to any</li> </ul>

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	<p>dangerous materials, ensuring any situation considered dangerous or a possible safety concern is reported to the Property Manager / Principal</p> <ul style="list-style-type: none"><li>• Clear away rubbish from grounds and garden beds</li><li>• Empty fixed and movable rubbish bins on a daily basis</li><li>• Undertake routine care and maintenance of equipment used for grounds maintenance, report any major repair or safety concerns to the Principal</li><li>• Set up and pack down chairs, tables, equipment for assemblies and information nights</li><li>• Assist in school specific projects and events (Feast Day, Sports Carnivals, CRC Celebrates....)</li><li>• Assist reception with incoming deliveries and parcels.</li><li>• Perform duties as requested in relation to CRC St Albans, the Federation of Catholic Regional College and the local parish</li></ul>
<b>Child Safety</b>	<ul style="list-style-type: none"><li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li><li>• Assist in the provision of a child-safe environment for students</li><li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li></ul>
<b>General Duties</b>	<ul style="list-style-type: none"><li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li><li>• Attend school meetings and activities as required by the Principal</li><li>• Demonstrate professional and collegiate relationships with colleagues</li><li>• Other duties as directed by the Principal</li></ul>

**SELECTION CRITERIA: Grounds and Maintenance Officer / Bus Driver**

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li></ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"><li>• Experience working with children</li><li>• A demonstrated understanding of child safety</li><li>• A demonstrated understanding of appropriate behaviours when engaging with children</li><li>• Be a suitable person to engage in child-connected work</li><li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check</li></ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Current Victorian Bus Drivers Licence with a good driving record.</li><li>• Driver's accreditation certificate</li><li>• Experience in carrying out semi-skilled maintenance tasks in carpentry, painting, electrical and plumbing work.</li><li>• Experience and confidence in using a range of tools to carry out simple repairs</li><li>• Ability to operate a range of machinery, including lifting devices and equipment</li><li>• First Aid Workplace Level 2</li><li>• Occupational Health and Safety certificate</li><li>• An understanding that lifting, pulling, pushing and carrying items within reasonable limits is required, and the ability to carry this out</li></ul>
	<p><b>Desirable Other:</b></p> <ul style="list-style-type: none"><li>• An interest in gardening and sustainability</li><li>• Experience and / or qualification in a trade</li></ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"><li>• Ability to work as part of a team</li><li>• Sound interpersonal and communication skills</li><li>• Ability to develop and maintain strong working relationships across the school community</li><li>• Proven capacity to work independently</li></ul>

	<ul style="list-style-type: none"> <li>• Sound organisational skills including strong attention to detail</li> <li>• Proven time-management skills</li> <li>• Self-motivation</li> <li>• Ability and willingness to accept policy directives</li> <li>• Maturity</li> <li>• An interest in, and ability to engage with young people.</li> </ul>
<b>Other Requirements</b>	Criminal Record Check Working with Children Check

**Remuneration:** School Services Officer: SSO 4.1 -> 4.5 (Category C)

**Hours:** 7.00am – 3.00pm OR 9.00am – 5.00pm (Depending on whether the successful candidate does the morning or afternoon bus run.

Monday - Friday (includes 30 minute unpaid lunch)

Holidays as per SSO Category C – four weeks at the end of the year and the second week at each school break.

Entitlements as per Catholic Education Multi-Employer Agreement (CEMEA) 2022