

## Transport Officer (Bus Driver)

(Position Description)

The Transport Officer (Bus Driver) is responsible for the transportation of students to and from school, and the care of the College bus. They are responsible to, and take direction from, the College Organiser and the Property Manager.

STATEMENT OF DUTIES: Grounds and Maintenance Officer / Bus Driver	
<b>Bus Driver</b>	<ul style="list-style-type: none"> <li>• 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>• Weekly inspection of the bus.</li> <li>• Regular cleaning and care of the bus.</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>	<b>Essential:</b>

	<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>• Understanding of safety issues relevant to driving and carrying passengers.</li> </ul>
	<b>Desirable Other:</b> <ul style="list-style-type: none"> <li>• Previous experience as a bus driver and in working with young people.</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> <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> </ul>
<b>Other Requirements</b>	Criminal Record Check Working with Children Check

**Remuneration:** School Services Officer: SSO 3.1 – 3.5 (Category B)

This position attracts a 15% split shift allowance.

**Hours:** 7.00 – 9.00am and 3.00 – 5.00pm , Monday - Friday

Holidays as per SSO Category B: All school holidays apart from 5 recall days

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