

Position Details

This is a great opportunity for a qualified **Bus Driver** to join our dedicated team in a casual capacity. The **Bus Driver** is directly responsible to the Maintenance Co-ordinator.

This position has been classified at Level 1 in accordance with the *Educational Services (Schools) General Staff Award 2020* available on the Fair Work Commission website at <https://www.fwc.gov.au>

At Portside Christian College, we deliver:

- Child Focused Environment & Curriculum
- Professional, rewarding and supportive environment
- Outstanding opportunities for professional development and career progression for the right candidates

If you are passionate about working within a Christian environment, enjoy a challenge, and want to work alongside other professionals dedicated to quality outcomes then please apply.

Role and Responsibilities

Driving:

- Drive the morning and afternoon bus runs to transport students from pre-determined locations to the College and vice-versa
- Drive a bus with the carrying capacity of up to 24 passengers
- Provide behavioural management of students whilst on the bus runs to and from the College
- Drive students, staff and parents on excursions as scheduled
- Transport students to other educational institutions
- Perform a daily safety check of the school bus, maintain fuel, oil and water levels, and check tyre pressures
- Report any problems to the Maintenance Coordinator
- Other duties as required

Morning security:

- Unlock and deactivate the College alarm
- Place cones etc to assist in traffic management in the College grounds
- Unlock the bus compound

Afternoon security:

- Park the bus in the compound and lock both the bus and gates
- Secure other vehicles in the compound if required

Liaison:

- Liaise with the Transport Coordinator with regard to upcoming excursions etc and the related transportation needs
- Liaise with the Deputy Principal, Primary with regards to student behaviour on the bus in situations where further action may be required
- Liaise with the Transport Coordinator with regard to additional students who may wish to use the service
- Liaise with the Maintenance Coordinator and/or Business Manager with regard to accident damage sustained to the bus
- Liaise with the Maintenance Coordinator with regard to bus maintenance issues
- Liaise with the Transport Coordinator with regard to alternative transport arrangements
- Liaise with parents and administration staff daily regarding changes in student transportation requirements e.g., changes to transport needed on a particular day, or location alterations for pick-up and delivery of student(s)
- Other duties as required

Skills and attributes of the successful candidate include:

Essential:

- Possession of (at least) a Medium Rigid (MR) Bus driving license as issued by the Dept Transport, Energy and Infrastructure
- Possession of the appropriate Bus Driver accreditation
- Sound student behaviour management skills
- Ability to work effectively as part of the Maintenance Team
- Ability to work with minimal supervision
- Current First Aid qualification (HTLAID010)
- Responding to Risk of Harm, Abuse and Neglect (RRHAN-EC) training
- Current Working With Children Check
- COVID vaccination certificate
- Able to manage the demands of the position

Desirable:

- Experience in operating a large passenger vehicle
- Basic mechanical awareness
- Ability to actively contribute to the Christian life of the College community

Selection Criteria

- Exercise duty of care to passengers by safely delivering them to their destination(s) with pre-determined timeframes
- Ability to establish sound working relationships with the Principal's delegate to enhance the smooth operation of the student transportation function
- Ability to relate to students, parents and teaching staff associated with the College
- Ability to relate to and cooperate with the proprietors of establishments to whom students etc may be transported
- Demonstrate a high level of responsibility and the ability to work effectively in a team situation

Applications are to include the following:

- Cover letter, maximum 1 page
- Curriculum Vitae outlining details of qualifications and areas of study, educational history, previous employment and relevant personal information
- Completion of the **Portside Christian College Application for Employment – Non-Teaching** available on our website at www.portside.sa.edu.au under the *Our College - Careers* heading
- Written response to the above Selection Criteria, maximum 500 words
- Please provide your COVID Vaccination Status

Applications are to be received by Monday 4th July 2022 at 9am.

Applications should be addressed to:

Mrs Belinda Elsegood
Human Resources
Portside Christian College
Email: application@portside.sa.edu.au