

REPORTING TO: Principal, Bus Coordinator

JOB OVERVIEW

The candidate contributes to the support of a high quality student focused learning environment in a professional and efficient manner, which will reflect the Mission, Vision and Values of Geelong Baptist College. The successful candidate will support the main objective of transporting students to and from the College and assist teachers in delivering planned educational programs and encouraging a supportive and inclusive learning environment.

REQUIRED SKILLS AND EXPERIENCE

1. Have and maintain a Medium Rigid Drivers Licence (or higher), Driver Accreditation Certificate, Working with Children Check, valid Police Check and a current Doctor Medical Certificate
2. Be experienced and confident in bus driving
3. Demonstrate a high level of skill including safety factors
4. Be knowledgeable about the College's bus rules and be able to reinforce these with the students

GENERAL RESPONSIBILITIES

1. Driving a College bus for the purpose of picking students up in the morning at designated bus stops and bringing them to school in a timely and safe manner, as well as returning students to their designated bus stops at the end of the school day.
2. Driving a College bus for the purpose of events and excursions that may take place during the school day
3. Monitor student behaviour and safety on the bus
4. Refuelling the bus and keeping the bus clean; internally and externally
5. Maintaining daily checks of the bus regarding basic mechanical and functional purposes
6. Completing student bus attendance records provided by the College
7. Liaising and corresponding regularly with the Bus Coordinator
8. Recording additional hours of bus driving on the College Time sheets on a fortnightly basis
9. Other duties as they evolve and become relevant to this position

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

1. Works in and supports the Christian ethos of the College
2. Acts with integrity, honesty, discretion, confidentiality and trust
3. Demonstrates punctuality and reliability
4. Demonstrates a high level of organisational skills, managing time and priorities
5. Relates well to children and other employees
6. Communicates effectively with students and adults and works as a member of a team
7. Recognises the need to be discreet, prudent, respecting and maintaining confidentiality at all times
8. Seeks and uses feedback
9. Accepts own personal gifts, strengths and limitations and continues to learn from a range of experiences