HEIGHTS COLLEGE
POSITION DESCRIPTION

Position Title
BUS DRIVER

College Ethos and Values

Heights College is committed to providing a quality Christ-centred education in which each individual is taught and nurtured to strive for excellence. At the College we value:

1. Respect for every person as unique and valuable
2. Response to Christ in order to glorify God in all we do.
3. Discovery of God’s Truth, Will and Purpose according to the bible.
4. Commitment of professional excellence and personal integrity
5. Development of caring and nurturing relationships.

Accountability

A Bus Driver will be directly accountable to the Business Manager for the day to day functioning of their position. He/she will be ultimately accountable to the Headmaster for the effective execution of the position. Externally, the position may have contact with a number of people/organisations including business houses and tradespeople effecting repairs to the buses or doing inspections on the buses.

Qualifications

A Bus Driver is required to hold an LR license to drive the College buses and to hold Driver Authorisation as the buses carry paying passengers.

The following types of licence as issued by Queensland Transport are:

- L.R. LIGHT RIGID: any vehicle up to eight (8) tonne G.V.M. (Gross Vehicle Mass), no axle limit plus a trailer no more than nine (9) tonne A.G.T (Aggregate Trailer Mass)
- M.R. MEDIUM RIGID: any rigid vehicle over eight (8) tonne G.V.M. with no more than two (2) axles (including steer) plus a trailer no more than nine (9) tonne A.G.T.
- H.R. HEAVY RIGID: any rigid vehicle over eight (8) tonne G.V.M. plus a trailer no more than nine (9) tonne A.G.T.

The Bus Driver’s Role

The bus driver has a responsible role to play in the educational program of our College. They are in a position to have a large influence on a child’s attitude toward the College.

The driver is responsible for efficient and economical vehicle operations, passenger and vehicle safety and order and management of student behaviour. The driver needs to successfully accomplish this assignment and is respected and appreciated as a person performing a difficult and necessary service.

The driver is a very important member of the safety team, which includes students, parents, teachers and all other College staff. As a key member of this team, the driver must constantly strive to improve operational safety and efficiency, and participate in any necessary training.

Personal Attributes

A Bus Driver will:
• have a personal faith and commitment to Jesus Christ
• demonstrate an ability to translate faith into practice
• demonstrate an ability to maintain vision and strive for goals
• exercise leadership by acting with integrity, loyalty, honesty and accept authority
• act with tolerance and compassion
• demonstrate an ability to forgive and accept forgiveness
• demonstrate an acceptance of other people
• exhibit self-discipline
• demonstrate a willingness to learn
• exhibit a positive outlook on life

Skills and Responsibilities

A Bus Driver will:
• Be a dependable person who can be relied upon to carry out their duties in letter and spirit
• Be emotionally stable to work effectively and patiently with students, parents and school officials under different weather conditions and mechanical difficulties
• Be mature enough to cope with unexpected and unusual situations
• Be interested in the welfare and needs of others
• Be willing to practice patience and understanding
• Be observant of all traffic laws and regulations
• Be neat and clean, as a symbol of the entire College system
• Must have a blood alcohol level of zero
• Not be under the influence of a drug that may affect driving (including medication)
• Not drive while fatigued
• Be medically fit at all times
• Keep records that are required by the law to be kept
• Activate and disarm the College security system
• Liaise with Business Manager regarding periodic maintenance of vehicles.
• Liaise with Workplace Health & Safety committee regarding safety issues of the buses.

Selection Criteria

Your application for this position should specifically address each of the selection criteria listed below. Short listing and selection will be based upon responses to these selection criteria.

1. Ability to work with limited supervision.
2. Ability to drive a bus safely.
3. Ability to interact with students and parents.
4. Awareness of the need for security in relation to buildings, access and equipment.

Additional Factors

• The Commission for Children and Young People Act 2000 requires the preferred applicant to be subject to a “working with children check” as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People at the following internet address: http://www.childcomm.qld.gov.au.
• Confirmation of employment is conditional upon the preferred applicant being issued with a Suitability Card for the Commission for Children and Young People.