



## Position Description

<b>Position Title</b>	School Bus Driver
<b>Address</b>	77 – 81 Willesden Road, Oakleigh
<b>Appointed by</b>	Principal
<b>Responsible to</b>	Business Manager
<b>Employment Type</b>	Casual / Part Time

### Position in Context

The Bus Driver will be responsible for transporting children to and from school following a scheduled route and ensuring their safety.

Oakleigh Grammar manages customisable private buses services from 10 to 24 seats offering safe and friendly door-to-door pick-ups and drop-offs across Melbourne's eastern and south eastern suburbs.

While the work requires a minimum of approximately 4 hours per day (broken into two shifts per day) during school terms only, there may be the option of additional hours driving students on excursions or other trips.

### 1. The Bus Driver is Responsible For:

- operating a school bus and safely transporting school-aged students to and from school following the planned route and schedule for departures times and stops;
- ensuring that the correct children are on their allocated bus according to the daily roll and, checking, firstly, with the Student Services Administrator, secondly, with the parents before departing the school, if there are any discrepancies;
  - Drivers may also be required to provide transportation during and outside of school hours, sometimes in the evening or on weekends, for events in any area, including but not limited to excursions, camps, sports requirements and various other activities;



- delivering and picking up buses for any servicing, maintenance, inspections or cleaning requirements;
- interacting and communicating with students in an appropriate and professional manner and exercise responsible leadership and appropriate behaviour;
- communicating effectively and positively with parents, students, staff and co-workers;
- maintaining a high standard of cleanliness inside the bus including cleaning out rubbish and sweeping the floor on a daily basis;
- participating in all required First Aid / CPR training certification.

## **2. Attributes / Other Requirements:**

- must be capable of working independently and possess the ability to understand and follow through verbal and written instructions;
- while on the road, you are responsible for maintaining a safe environment for everyone inside the bus by:
  - ensuring the bus can be operated safely before driving by conducting a pre-trip safety inspection;
  - obeying all traffic laws;
  - keeping all emergency exits clear of obstructions;
  - enforcing student discipline on the bus and ensure that student behaviour is not a distraction to safe driving. Report undisciplined students to the bus coordinator;
  - inspecting and monitoring buses for petrol /diesel, oil, and water levels on a regular basis;
  - conducting regular inspections of the vehicle and report any mechanical issues or required bus maintenance. Inspecting the vehicle thoroughly before and after each trip;
- report any delays and accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.
- return the bus to school at the end of each School term and pick up the day before term commences or as arranged by Bus Coordinator
- perform any other additional related duties as assigned by the Bus Coordinator or other appropriate administrators.

## **3. Qualifications:**

- A current Victorian Drivers Licence
- A current Working with Children Check Card (WWCC) for Employees
- Current first aid certifications:
  - HLTAID009 – CPR -12 months expiry
  - HLTAID010 & HLTAID011- First Aid -3 year expiry



*\*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Principal may assign duties for this position at his or her discretion depending on the operational needs of the School.*

### **Child Safe School**

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

#### **All staff employed by the School are required to:**

- 1) Show evidence of a current **Victorian Institute of Teachers Registration** (or Provisional Registration) or **Working with Children Check**, as required;
- 2) Commit to the School's **Staff Conduct and Professional Boundaries, and Mandatory Reporting Policies** by way of reading and taking part in an on-line questionnaire each year;
- 3) Take part in child safe school training each year including the **on-line Mandatory Reporting e-Learning Module**.

**Mark Robertson  
Principal  
January 2023**



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