

# **Position Description**

## **About us**

We are a small bush school delivering high quality modern Steiner education. We deliver excellence in Steiner education working with the thinking, willing and feeling of the child through a rich and diverse curriculum, fostering curiosity for the world and a love of learning.

## **Our vision**

Together, through a connected and supportive school community, our children grow to be resilient, creative, independent and prepared for an ever-changing world.

## **Our values**

Care. Connection. Capacity. Excellence.

For ourselves, and others.

## **Award**

Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement, Level 2-Bus Driver.

## **Expected hours of work**

4.5 hours/day during term time.

## **Responsibilities**

The main duties include the following:

- Transportation of students to and from the school. Additional charter work may be available from time to time between morning and afternoon school runs for sport, excursions or camp transfers.
- Reporting any maintenance and/or safety matters relating to the BMSS school bus to the Principal or Office Administrator.
- Adhering to all BMSS' policies and procedures including health and safety requirements.

## **Qualifications, Experience and Skills, and Personal Qualities**

### Qualifications

#### *Essential*

- Must hold an MR Licence

### Experience and Skills

#### *Essential*

- Minimum two years previous bus driving experience
- First Aid Certificate with CPR
- Current Working with Children Check

#### *Desirable*

- Previous experience working in the education sector
- Heavy duty mechanical experience

### Personal Qualities

- A friendly and outgoing personality
- Ability to work collaboratively as part of a team
- Ability to communicate positively and effectively with the whole school community
- Excellent organisational skills
- Attention to detail and accuracy in record keeping
- Handle stressful situations calmly and effectively

## **Key duties and responsibilities**

- Provide safe and timely transport services for the School community
- Operate the school bus safely and efficiently according to all relevant legislation, policies and procedures. Obeying all laws, regulations and codes of conduct while observing all road rules and speed limits
- Pick up, drop off and collect students in accordance with the assigned transport schedule
- Ensure the safety of students/passengers
- Report all Traffic Infringements to Principal as soon as practicable
- Identify any defects and report to Principal for maintenance or repairs

- Ensure school bus is in good operating and roadworthy condition at all times
- Maintain order and discipline on the bus, working within the School's Restorative Practices framework and principles
- Keep accurate record of attendance on bus
- Ensure bus is kept in a clean and tidy condition at all times. Post-trip and regular bus cleaning schedule maintained to a high standard
- Ensure the bus is safely and securely stored - close all windows, hatches and lock the bus.