



Position Title	Bus Driver - Casual
Reports To	Property Manager/Facilities & Bus Administrator
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Head of College, Principal, other staff and the School Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
Position Overview	The Bus Driver will report to the Facilities & Bus Administrator. The Bus Driver must be focused on safety as their number 1 priority, have an excellent driving record, as well as being organised and punctual.
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Planning and Organisation <ul style="list-style-type: none"> • Adhere to scheduled work times, being punctual for beginning of shifts • Organise time effectively and efficiently in order to fulfil responsibilities • Adhere to driver's dress code, be neat, clean and appropriately dressed while on duty 2. Relationships <ul style="list-style-type: none"> • Develop positive relationships with the Head of College, Principal and other members of staff • Develop positive and caring relationships with the students and parents of the College, particularly with the children travelling on the College bus • As the opportunities arise, develop positive relationships with members of the community and promote a positive image of the College among them • Develop a warm, caring relationship with the children of the College 3. Duties <ul style="list-style-type: none"> • Drive the College bus for regular before and after school runs • Be flexible in requirements for daytime bus driving for excursions/camps etc. (as required) • Maintain order among students during trips to ensure safety • Report delays, or other traffic and transportation situations • Ensure safety and comfort of passengers, and treat them with respect • Comply with legal traffic regulations and safety requirements on the road • Liaise with the Facilities and Bus Coordinator in the case of behaviour issues with student passengers • Comply with regulations as required regarding maintenance of the bus including <ul style="list-style-type: none"> ○ Daily Safety Check ○ Defect Reporting

	<ul style="list-style-type: none"> • Organise cleaning of the bus (inside and out) • Be familiar with the College Bus Emergency Management Plan • Comply with requests from the College in response to any driver complaints • Refuel the bus as required • Complete a medical examination as required for obtaining licences • Ensure that blood concentration levels of any prescribed drugs and alcohol are always within the law (zero level) • Complete online Valuing Safe Communities and Child Safety Training • Read and sign our Staff Code of Conduct and Staff & Student Professional Boundaries
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful Bus Drive.</i></p> <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Support for the Christian ethos of Geelong Lutheran College • Discretion, confidentiality, honesty and integrity • Ability to establish effective working relationships as a team member with excellent interpersonal skills • Ability to display initiative and work with minimal supervision <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Medium/Heavy Rigid Licence • Driver’s Licence • Driver Accreditation Certificate • A Police Check (not more than 6 months old) and a current Working with Children Check and First Aid Certificate • Mechanical knowledge is desirable <p>SKILLS</p> <ul style="list-style-type: none"> • Able to demonstrate capacity to work well in a team environment • Able to demonstrate planning, organisational skills and time management • Able to demonstrate effective communication skills with staff, students, parents and the College Community • Ability to cope with work pressures • Ability to make decisions/solve problems on a timely basis • Ability to plan, analyse and prioritise current and future needs through effective organisation and control • Is versatile and demonstrates initiative • Ability to work independently with minimum supervision • Knowledge of names and locations of streets within the bus routes of the College • Safety is your number 1 priority • Excellent Driving Experience <p>In line with Government mandates, all applicants must be triple vaccinated.</p>
Classification	<p>Salary: Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2018</p> <p>Terms: Casual</p> <p>Hours: Negotiable</p> <p>Location (Base): Geelong Lutheran College St John’s Newtown & Armstrong Creek</p>

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children’s best interests and in keeping them safe from harm. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer