

POSITION DESCRIPTION: SCHOOL BUS DRIVER

Position title	School Bus Driver
Responsible to	Principal
Status	Permanent, part-time (20 hrs p/wk; broken shifts) Commencing Term 1, 2022
Conditions of Employment	<i>NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement 2020</i>

St Mary Star of the Sea College is a Catholic Girls' Secondary School in the Good Samaritan tradition, which recognises and respects the dignity and individuality of each person within our multicultural community. We strive to develop each student's capabilities through a variety of high-quality learning experiences while promoting the freedom and love of learning. All members of staff have a responsibility to foster in their students and in their colleagues the rich tradition of Catholic values and education in the Good Samaritan/Benedictine tradition.

As a community of faith, Good Samaritan Education (GSE) is deeply rooted in the Benedictine spirituality gifted to us by the Congregation of the Sisters of the Good Samaritan. The Rule of Benedict, written over 1500 years ago and lived by the Sisters for over 150 years in Australia, underpins GSE's commitment to the ministry of Catholic education. This commitment is further inspired by the Parable of the Good Samaritan (Luke 10:25-27) and gives witness through the engagement of the schools with the ministries and works of the sisters.

As a member of Good Samaritan Education, St Mary Star of the Sea College continues to be guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace.

All roles within the College reflect an understanding of the policies which govern the administration and structures of College management, including Care and Protection of Students, Crisis Management and Privacy. It is an expectation that all members of staff, while acknowledging the authority and responsibility of middle management and the Executive, would work together cooperatively at all times to achieve the best outcomes for all members of this Good Samaritan College community.

POSITION OBJECTIVE

To provide safe and timely transportation of St Mary Star of the Sea College students to and from school in the College bus.

MAJOR ACCOUNTABILITIES

Transportation of Students

- Drive safely and in accordance with all Transport for NSW Roads legislation and regulations.
- Perform all duties in accordance with college policies and procedures.
- Take reasonable care to protect and ensure the health and safety of everyone on the bus.
- Communicate professionally and appropriately with students on the bus and liaise directly with College staff regarding any issues.

Teamwork and Reporting

- Attend and participate in required training and staff meetings, where necessary.
- Work cooperatively with Bus Duty staff, Teachers and Maintenance Staff.
- Report critical incidents immediately and report behaviour incidents within 24 hours of their occurrence.
- Report any unsafe working conditions, practices or defects with vehicle or equipment.
- Report any potential health and safety risks.

Vehicle Maintenance

- Maintain high standard of driver care and responsibility for the vehicle and associated equipment.
- Complete daily Safety Checklist and ensure vehicle has adequate fuel supply for the following day.
- Maintain vehicle (interior and exterior) in a clean and tidy condition, completing general clean and checks before and after each bus service route.
- Complete bus maintenance records and assist with coordination of servicing/repairs as required.

ESSENTIAL CRITERIA

- Current Light Rigid (LR) NSW Drivers Licence
- Working With Children Check for paid employment.
- Current First Aid certificate
- Punctuality and organisational skills with the ability to plan and complete tasks efficiently and safely.
- Demonstrated track record and commitment to safe driving and workplace health and safety with sound understanding of the health and safety risks associated with the role.
- Ability to read, interpret and apply Safe Work Method Statements (SWMS).
- Ability to communicate professionally and respectfully with students, parents and staff.

EMPLOYMENT CONDITIONS

- 38 weeks per year (school term-time only position with annual leave to be taken in school holiday periods)
- Part-time: 20 hours per week broken shifts (6:45am-8:45am; 3:00pm-5:00pm Mon-Fri)
- Salary and conditions in accordance with the *NSW Catholic Independent Schools (Support Staff - Model B) Multi-Enterprise Agreement 2020*

Applications for permanent part-time and casual positions close Sunday 31 October, 11pm.

TO APPLY: Please submit the following to employment@stmarys.nsw.edu.au

1. Completed application form (Admin and Non-Teaching Staff)
2. Current CV and
3. Copies of relevant licences and