



## POSITION DESCRIPTION: BUS DRIVER (CASUAL)

### *Position and Role:*

St Peter's Girls' School provides six personalised bus routes (Tea Tree Gully, Golden Grove, West Lakes, Southern, Southern Van and the Hills area) to collect students in the morning (from their designated location) and drop them off after school (to their designated location).

The bus driver reports to the Transport Manager on all the daily operations of the bus transportation service provided to students at the School. All drivers must operate and comply with the Bus Driver Guide Manual provided to each driver.

It is the bus driver's responsibility to maintain their allocated bus in a sound operational standard including checking oil, coolant and brake fluid level regularly. All lights, tyres and external area of the buses are to be checked on a daily basis. Drivers are to refuel their bus when at half or less but not to allow the bus to run short of fuel.

Drivers are required to maintain the cleanliness of their bus by washing the exterior, regularly cleaning the interior including emptying rubbish bins (at the completion of each morning run) and cleaning the interior windows.

Drivers are to strictly adhere to the School's uniform policy including appropriate flat-soled footwear.

Each bus is supplied with a mobile telephone for parents to contact the driver with regards to collecting or dropping off their daughter(s), should any changes occur.

During school terms, bus drivers are rostered to drive students to and from school and will work a morning and afternoon shift.

### **Expectations**

- To be timely with student pick up/drop off
- Ensure students are at school before 8.30am
- Meet proactively with the Transport Manager quarterly
- High level of customer service with all stakeholders
- Refer to the bus driver expectation document for more detail
- Other duties as required

### *Conditions:*

This is a casual position commencing as soon as possible. The salary for this position will be paid at the Grade 1, Level 1 casual rate of \$35.92 per hour, working approximately 20-25 hours per week. The bus driver may also be required for some school excursion trips or trips during Vacation Care, if required. Applicants must have current bus accreditation, Working with Children Check and Responding to Abuse

and Neglect certification as well as a current first aid certificate. The position would be ideally suited to a semi-retired driver.

The salary is determined by the *St Peter's Collegiate Girls' School Enterprise Agreement*. The award determines other leave conditions.

**Julia Shea**  
**Principal**

**February 2021**