



## ST PETERS GIRLS

### POSITION DESCRIPTION: BUS DRIVER (CASUAL)

#### ***Position and Role:***

St Peter's Girls' School provides several personalised bus routes (North East, Adelaide Hills, Mawson Lakes, Golden Grove, Southern, West Lakes, Central, Glenelg and Blackwood) 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 by 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 to a sound operational standard including checking oil, coolant and brake fluid level regularly. All lights, tyres and external areas of the buses are to be checked daily. 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), cleaning the interior windows and twice daily wiping down of all touchable hard surfaces for COVID and hygiene purposes.

Drivers are to strictly adhere to the School 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 work a split shift arrangement providing morning and afternoon services to drive students to and from school.

#### ***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 \$35.22 per hour, working 20-25 hours per week. All drivers are required to assist in weekly washing of buses and regular team meetings. Drivers may also be required for some School excursion trips or trips during Vacation Care, if needed. Applicants must have current Driver Accreditation, Working with Children Check and Responding to Risks of Harm, Abuse and Neglect certification as well as a current first aid certificate.

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

**CHERYLYN SKEWES**  
**PRINCIPAL**

**February 2023**