

Bus Driver (Part-time)

Position Description and Information for Candidates

Fahan School Background

Established in 1935, Fahan School is located on a stunning 6.2 hectare campus in the attractive Hobart suburb of Sandy Bay - a ten minute drive from Hobart's CBD.

Fahan School is an independent, non-denominational day and boarding school for girls from Kinder to Year 12 on one campus. Fahan students enjoy state-of-the-art facilities, spectacular grounds, a nurturing wellbeing program and have an outstanding academic record.

Fahan School provides a strong academic program within a friendly, inclusive culture and prides itself on being the outstanding school for girls in Tasmania. In 2018, an outstanding 25% of our girls obtained ATARs of 95+, placing them in the top 5% of students nationally. This is not an anomaly, as over the last 12 years, Fahan School has had the highest percentage of Year 12 students achieving university entrance of any school in the State. These results continue a tradition of excellence at Fahan of which we are very proud.

Fahan School is committed to maintaining its strong family-oriented community, offering small class sizes, where the girls are valued and nurtured in a positive and caring learning environment.

Philosophy

Fahan School is dedicated to excellence in education for girls and the realisation of each student's potential, providing a balanced curriculum encompassing academic, cultural, physical and practical areas of learning. Fahan is a non-denominational school with a Christian ethos.

Fahan School is a community that excels in educating girls from Kindergarten to Year 12 in an inclusive environment, where high expectations and outstanding academic and co-curricular programs allow for each girl to be valued and nurtured to develop skills of resilience, integrity and social responsibility, as she strives to achieve her personal best.

Our Vision is that Fahan School will be recognised as the outstanding school for girls in Tasmania.

The Fahan School Community is united by a strong set of values with the aim of:

- Ensuring that every individual matters
- Providing educational excellence
- Developing resilience in every Fahan girl
- Providing staff and students a nurturing environment
- Instilling in Fahan girls an important sense of family and community
- Encouraging Fahan girls to celebrate diversity and foster tolerance
- Engendering positive ethical and moral behaviour in every Fahan girl



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Our Core Values

1. Every individual matters

Fahan School accepts, nurtures, respects and celebrates every individual. Girls experience safety and encouragement, allowing them to grow in confidence and thrive.

2. Educational excellence

Fahan School develops qualities of self-confidence, optimism, high self-esteem and a commitment to personal excellence in all academic and co-curricular pursuits. Fahan School encourages and celebrates the pursuit of excellence and one's personal best across all fields of endeavour.

3. Resilience

Fahan School builds the resilience of students as they reflect on their actions, develop the strength and courage to cope with disappointment or loss, and are encouraged to move forward.

4. Nurturing environment

Fahan School offers students and staff a nurturing environment through smaller class sizes, an emphasis on caring, and programs encouraging relationships between older and younger girls.

5. A sense of family and community

Fahan School offers a sense of family and community by maintaining strong links with parents and former students and encouraging participation in communal events. Fahan's relatively small student numbers foster a close-knit family atmosphere.

6. Welcoming

Fahan School welcomes students, staff and parents from a variety of cultural and socioeconomic backgrounds. Individual cultures and backgrounds are embraced.

7. Integrity

Fahan School fosters integrity in academic and co-curricular endeavours. Students are encouraged to achieve their personal best and to be true to themselves.

8. Participation

Fahan School offers a wide variety of activities for the girls and encourages them to attempt as many of these as possible.

Co-Curricular And Extra Curricular Activities

Fahan School offers its students an extensive co-curricular program which assists in the development of specific skills, confidence and commitment. Students can participate in activities such as sport, music, visual arts, performing arts, debating, public speaking, student leadership, community service, exchange programs and intrastate, interstate and overseas trips. In all these activities, our students consistently achieve results above and beyond expectation.

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The Bus Driver is responsible for safely operating the school bus according to a set daily schedule and school excursions as required. The Bus Driver must pick up and drop off students as per the schedule, maintain order and security on the bus, ensure that the school bus is in good operating condition at all times and obey all laws, regulations and rules of conduct.

Please use the Application Form (Non-Teaching) to apply for this position and submit along with your CV and a cover letter addressing the selection criteria.

Reports

Manager:	Business Manager
Internal Liaisons:	Administrative Staff, Teaching Staff, Students and other bus drivers
External Liaisons:	Parents, Students, DIER, Service Providers

Primary Responsibilities

1. Operate the school bus in a safe and effective manner in order to minimise the risk of injury, property damage or loss of life.
 - Operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures
 - Ensure that bus users are safely seated, wearing seat belts adjusted to suit each passenger, and baggage is securely stored whilst the bus is in motion at all times.
 - Perform and record daily safety and maintenance checks.
 - Clean the bus as scheduled and/or required.
 - Ensure the bus is safely and securely stored.
2. Maintain schedules and maintain order on the School Bus
 - Pick up and deliver students as per a set schedule.
 - Consult with Fahan staff, parents/guardians as to the appropriate pick up and set down location and any variations to such arrangements.
 - Ensure students are aware of rules and responsibilities as passengers.
 - Maintain order and discipline on the School bus.
 - Make note of any behavioural, special needs or disciplinary problems and report to the appropriate staff member.

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Secondary responsibilities:

1. Perform other related duties
 - Ensure all documentation, including those documents required by the school and those required in accordance with the Transport Operator Accreditation Scheme Manual, is maintained and provided as required.
 - Treat all passengers, staff and members of the community courteously and professionally.
 - Check the Bus Bookings Diary daily and promptly action tasks.
 - Ensure that no unauthorised passengers are carried in the vehicle.
 - Work through problems and issues associated with driving passengers on the bus.
 - Provide advice to the Business Manager or delegate on possible operational changes and/or initiatives for the school buses.
 - Attend meetings and relevant job training as required.
 - Provide input to the annual budget as requested by the Business Manager.
 - Conduct other such duties as may be required from time to time by the Business Manager.
2. Contribute to vehicle maintenance requirements
 - Ensure compliance with the requirements of the Transport Operator Accreditation Scheme Manual in relation to bus maintenance.
 - Arrange for the bus to be inspected as required for compliance and regulation.
 - Perform minor maintenance duties.
 - Ensure that bus is kept clean and tidy.
 - Advise the Supervisor of any requirements for maintenance or repairs.
 - Complete all necessary documentation.
 - Ensure that all relevant standards and regulations are being met.
 - Contribute to vehicle maintenance requirements.
 - Consult with the School's mechanical service providers to ensure problems are identified early and appropriately.

Work Health and Safety

- Comply with the requirements of the Tasmanian Workplace Health and Safety legislation and Fahan School Workplace Health and Safety policies and procedures .
- Liaise with Senior management and appropriate staff on matters relating to the occupational health, safety and well-being of students, other staff and visitors.
- To the best of the employee's experience and knowledge, provide risk management information, as requested, and of their own initiative.
- Make risk prevention a priority whilst undertaking daily tasks in the School's operations.
- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, students or the community in general.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.

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Code Of Conduct

- Abide by Fahan School's Code of Conduct in the performance of all duties.
- Exercise discretion and maintain the confidence of the Fahan School Community concerning the activities of the School.

Child Safety

- Adhere to [Fahan School's Child Safe Policy](#).

Selection Criteria

1. Relevant bus driving experience and basic mechanical knowledge.
2. Experience in a relevant people services industry and with a demonstrated capacity to provide excellent customer service.
3. High level of interpersonal communication skills and ability to communicate with a wide range of people: staff, parents, and students including the capacity to relate to children aged 5 to 18 years.
4. Demonstrated knowledge of WHS issues and ensuring safe operation of the School bus at all times.
5. Ability to encourage teamwork and be part of a committed team.
6. Ability to establish and maintain priorities in an environment that needs to be flexible and apply good organisation skills.
7. Ability to meet deadlines and at times work under pressure to meet them.
8. Be able to provide and hold the essential requirements noted below.

Essential Requirements:

- Hold a valid Working with Vulnerable Persons Registration in Tasmania
- Light Rigid Drivers Licence
- Ancillary Certificate to Drive a Public Passenger Vehicle
- Provide a National Police Check
- Satisfy a medical clearance to perform the duties.
- Provide three referees.

Desirable Requirements:

- First Aid Certificate

Remuneration

In accordance with the Fahan Award.

Please direct any enquiries to Business Manager, Mr Richard Colquhoun, on colquhounr@fahan.tas.edu.au