

Bus Driver Term 3 2012

Position Description

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.

Reports to: 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 minimize 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 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 or disciplinary problems and report to the appropriate staff member.

Secondary Responsibilities:

3. 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 as required.
- Provide input to the annual budget as requested by the Business Manager.

4. Contribute to vehicle maintenance requirements

- Ensure compliance with the requirements of the Transport Operator Accreditation Scheme Manual in relation to bus maintenance.
- Arrange for DIER's annual bus inspection.
- 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.

5. Workplace 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.

6. Code of Conduct

- Abide by Fahan School's Code of Conduct in the performance of their duties. Furthermore, staff are required to exercise discretion and maintain the confidence of the Fahan School community concerning the activities of the School.

7. Conduct other such duties as may be required from time to time by the Business Manager.

DETAILS REQUIRED OF APPLICANTS FOR THE POSITION

Selection Criteria:

- Basic mechanical knowledge.
- Demonstrated capacity to relate to children aged 4 to 18 years.
- Friendly and helpful to passengers and families.
- Demonstrated knowledge of OH&S issues and how they apply to the work environment.
- High level of interpersonal communication skills and ability to communicate with a wide range of people: staff, parents, students.
- Ability to encourage teamwork and be part of a committed team.
- Ability to establish and maintain priorities in an environment that needs to be flexible yet have a systematic approach.
- Skills that demand high levels of organisational skills and an ability to meet deadlines.
- Ability to work under pressure.
- The ability to maintain order and a sense of humour when under pressure.

Essential Requirements:

- Light Rigid Drivers Licence
- Ancillary Certificate to Drive a Public Passenger Vehicle
- Current National Police Check

Desirable Requirements:

- First Aid Certificate

Applications should reach:

Mr Duncan Macgill
Business Manager
Fahan School
PO Box 2090
Lower Sandy Bay TAS 7005

or by email to macgilld@fahan.tas.edu.au

by Wednesday 26 September 2012