

Position Information

Title	Bus Driver	Responsible for	Driving School Bus
Classification	Grade 2	Line Manager	Business Manager
Date of Commencement	Term 4 2026	Reporting to	Business Manager
Tenure	Permanent	Appointment	20 Hours per week 40 weeks

General Position Description

The Bus Driver is responsible to operate a bus to transport students to and from the School in a safe manner, meeting all legislative requirements. Shifts during term time.

Key Responsibilities & Accountabilities

The successful applicant will demonstrate the following:

- A belief in and commitment to Christian principles and support for the Christian aims of the school
- Ability to work collaboratively in a team environment
- Skills in developing positive communication and interactions with students, parents and staff
- Punctual readiness to undertake any bus driving shifts agreed with the Business Manager to confirm routes, destinations, departure and arrival target times.
- Liaising with staff to confirm students and readiness for bus runs
- Driving safely to and from the venue, without detouring from the confirmed route
- Use of student bus software
- Maintain awareness of condition of bus, reporting any maintenance concerns to the Business Manager
- Ensure security of bus keys and bus when unattended
- Complete before and after safety inspection of the bus
- Be aware of problem with passenger behaviour and follow the behaviour management procedures

Key Selection Criteria

The successful applicant will demonstrate the following qualities

- Personal commitment to the Christian faith
- Committed member of a local church congregation that holds to the doctrinal position of Nicene Creed
- Expected to be personally committed to the school's mission, vision and statement of vision
- Desire to contribute to and promote a harmonious and co-operative team environment.
- Strong organisational skills
- Accuracy and attention to detail
- Strong interpersonal skills with students, staff, parents / carers and external organisations
- Initiative in determining priorities and meeting deadlines
- Effective communication with students and staff
- Understanding of a service ethic, which underpins the School's ethos

Essential Work Qualifications

- A right to work in Australia
- Have held an unrestricted Australian driver's licence for the last 2 years
- A MR licence or higher
- Evidence of a clean driving record
- HLTAID003 First Aid Certificate (or above)
- RRHAN-EC Masterclass Certificate
- Complete pre-employment medical checks, if required
- Employment Working With Children Check
- Protective Practices Certificate