



# Maitland Lutheran School

Enriching Education – Embracing Community

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*Feed My Lambs John 21:15*

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Title of Role:</b>	Lutheran School Officer – Bus Driver
<b>Classification:</b>	Lutheran Schools Officer Grade 1 Year 1
<b>Tenure:</b>	Casual
<b>Reports To:</b>	Property and Bus Coordinator and Business Manager
<b>Commencement Date:</b>	As negotiated

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### SUMMARY

Maitland Lutheran School is a growing co-educational Foundation – Year 12 School with an enrolment of 460 Students.

The Bus Driver is responsible for the safe and reliable transport of students between home and Maitland Lutheran School, various excursions, activities, and camps throughout the year. They must ensure that the School Bus is always in good operating condition, meet schedule requirements, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

The Bus Driver must also deal with school students, parents and members of the public in a courteous and respectful manner.

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### SPECIAL CONDITIONS

Maitland Lutheran School staff are employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement.

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### STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Maitland Lutheran School specific responsibilities for a Bus Driver include the following; (grouped into the key result areas (KRA's) and major areas of responsibility and activity)

#### Bus Driving

#### Bus Maintenance

#### Expectations

The responsibilities of the Bus Driver in each KRA include:

## **BUS DRIVING**

- To ensure that speed limits are observed at all times.
- To be responsible for the health, safety, security, welfare, environmental and fire safety arrangements for yourself, school children and colleagues.
- To comply with Maitland Lutheran Schools regulations regarding the use of mobile phones, smoking in company vehicle's and the use of prohibited equipment whilst on duty.
- To ensure all safety accidents/incidents are reported to the Principal or Business Manager.
- To ensure a full understanding of emergency and evacuation plans.
- To ensure your bus cab area is kept in a safe and tidy condition at all times.
- Follow safety rules as students are boarding and exiting buses and as they cross the streets.
- If possible eliminate bus stops where children need to cross the road.
- Pick up and drop off students at scheduled locations, following strict time schedules, when it is safe to do so.
- Regulate heating, lighting and ventilation systems for passenger comfort.
- To drive all vehicles in a safe, legal and professional way.
- To accurately use the PCS Route Bus application or an alternative Bus tracking device if required.
- Prepare and submit reports on the bus route as required.
- To keep up to date with any changes to condition of travel.
- To always behave in a friendly and professional way to school children and colleagues.
- Greet all students as they enter and leave the bus.
- To ensure that you present yourself professionally and well groomed at all times when on duty.
- Not to report to work when overtired or under the influence of alcohol or drugs.
- Ensure students are aware of rules and responsibilities as passengers.
- Maintain order and discipline on the school bus.
- Refer any behavioural or disciplinary problems to your Superior
- Perform other related duties.

## **BUS MAINTENANCE**

- Operate the School Bus in a safe and effective manner to minimise the risk of injury, property damage or loss of life.
- To check the condition of the vehicle prior to commencing service by;
  - Perform daily safety and maintenance checks.
  - Check the condition of the vehicle's tyres, brakes, windshield wipers, lights, oil, fuel, water and safety equipment to ensure everything is in working order.
  - Ensuring any defects in the vehicle or equipment is reported to your superior.
  - Ensuring that the vehicle is clean and tidy before starting service.
- Operate the School Bus in a safe and efficient way according to all relevant legislation, policies, and procedures.
- Clean the bus as scheduled and/or required.
- Ensure the bus is safely and securely stored.

- Advise the Bus Maintenance Officer of any requirements for maintenance or repairs.
- Perform other related duties.

### **EXPECTATIONS** (Procedures, Structure, Strategies, Tools)

- That children and their needs are treated with respect and care.
- Contribute positively to the overall ethos of the School.
- Build on own strengths and areas of expertise through training and professional development.
- Models the Christian ethos and values of the School.
- Participate and cooperate with all staff in a team situation.
- Demonstrate sound organisation, administration and record keeping skills.
- Attend and participate in relevant meetings as required.
- To share ideas and to be tolerant and supportive of other views and ideas.
- That all duties are carried out to the satisfaction of the Property and Bus Coordinator/Business Manager.
- That initiative and motivation are displayed.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- In case of any emergency undertake duties as per the emergency and evacuation procedures.
- All employees recognise and accept that they may be required from time to time to undertake duties that are outside their normal role description but within their skills, competency and capability.
- Comply with relevant legislation, policies and procedures, applicable to the roles, specifically but not limited to:
  - WHS and Risk Management Policy
  - Child Safe Policy
  - Child Safe Code of Conduct
  - Staff and Student Professional Boundaries
  - Student Code of Conduct
  - ICT Acceptable Use Policy
  - Confidentiality and Privacy Policy
- Any other duties as directed by the Leadership Team.
- Clean, well groomed, work-appropriate attire.

### **EDUCATIONAL/ VOCATIONAL QUALIFICATIONS**

The Bus Driver will hold or be required to successfully hold or complete:

- A Drivers License is required, the driver must ensure that;
  - Their license is in date and valid for the vehicle type
  - Their license has the required medical renewals up to date.
  - Their license is at least a MR (Medium Rigid) class.
  - Any change to the license which may affect their entitlement to drive is communicated to either the Property and Bus Coordinator or the Business Manager (eg sickness, injury or conviction)
  - Their license is available for inspection.
- Accredited Bus Driver
- A current working with children check (WWCC).
- Hold a current National Police Check

- Evidence of Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) or willingness to complete upon appointment.
  - Hold a current Certificate in First Aid “Provide First Aid in an education and care setting” (HLTAID012).
  - Valuing Safe Communities training with LESNW or willingness to complete upon appointment.
  - Child Safe Program to be completed at orientation.
  - 100-point Identity Check.
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## **PERSONAL SKILLS, ABILITIES AND APTITUDE**

The skills, abilities and aptitude of the Officer will encompass the following;

### **Skills**

- Well developed organisational and time management skills.
- Good communication skills
- Demonstrated ability to work effectively with students with a broad range of ability and disability.
- Time management skills.

### **Abilities**

- Create and maintain a caring and supportive environment.
- Work cohesively in a team environment as well as working autonomously where required.
- Take an objective approach to challenges and effectively use initiative.
- To use diplomacy, discretion and tact as required.
- To operate with the strictest confidence.
- Relate well to children and adults.

### **Aptitude**

- A personal commitment to the Schools vision, mission and values underpinning the delivery of a Christian based education.
  - Be committed to providing exceptional levels of service.
  - Have an interest in serving and supporting others.
  - Have a natural affinity with people and developing successful relationships.
  - Friendly disposition and helpful nature.
  - Seek information and advice as necessary.
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## **EXPERIENCE**

Experience driving a bus is preferred.

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## **WORKING RELATIONSHIPS**

The Bus Driver will take limited responsibility for the outcome of others.

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## **CHILD SAFETY**

All children and young people who come to Maitland Lutheran School have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child safety responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the School Community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

In fulfilling the duties of your role you will have a high level of contact with children.

Your role meets the definition of prescribed position and as such requires you to have a Working with Children Check which has been conducted in the last five years and which shows that you are not prohibited from working with children.

All Staff, including full-time, part-time, casual, relief, teaching and non-teaching Staff, are required, as a condition of their employment at the School, to comply with our Child Safe Program, including our Child Safe Policy, the Child Safe Codes of Conduct and their legal obligations with respect to reporting child safety incidents or concerns and regarding Working with Children Checks.

It is each individual's responsibility to be aware of key indicators of the different forms of harm to children and young people, including physical, sexual and emotional abuse, grooming, exposure to domestic violence and neglect, to be observant, and to raise any concerns they may have relating to harm to a child or young person with one of the School's Child Safety Officers.

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## **CLASSIFICATION LEVEL**

The position of Classroom Lutheran School Officer carries a classification level of Grade 1. Year 1. (Refer to the guidelines and matrix in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this grade level)

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## **PERFORMANCE STANDARDS AND REVIEW**

Ongoing review of performance will be conducted by the Business Manager or delegate. Performance will be monitored through means consistent with the performance measures identified within this document and/or other measures considered by the School as relevant to the position.

A review is undertaken to determine capacity to meet the demands of the role; where additional skill training is required and what level of job satisfaction is being obtained. Feedback will be given in discussions, informally and formally with the Business Manager or delegate.

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## **APPROVAL**

Given the dynamic environment in which the school operates, the Business Manager may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the school.

## **APPLICATION PROCESS**

Written applications including a covering letter and resume, including contact details of two referees should be addressed to James Wilksch, Property and Bus Coordinator and can be forwarded electronically to [james.wilksch@mls.sa.edu.au](mailto:james.wilksch@mls.sa.edu.au)