



MaristCollege  
Canberra

## BUS DRIVER – Casual Positions

### Duty Statement

College Bus Drivers are responsible to the College Headmaster through the Business Manager and Facilities Manager to carry out their duties as required.

#### DUTIES

The duties required of the College Bus Drivers include but are not limited to:

1. Bus Driver Duties
  - a. Provide high quality, reliable and safe bus transportation services for staff, students, and visitors, which is carried out in an effective and customer friendly manner and which meets all regulatory requirements. This will include the operation of the morning and afternoon College Bus Run during school terms as well as daytime transfers as required.
  - b. Ensure that the College Buses are maintained at a high level of operational effectiveness by monitoring the state of the vehicles and undertaking minor maintenance tasks as required within the skills and competence of the incumbent. Specifically, College Bus Drivers will
    - i. undertake inspections of the buses to ensure that they are safe to use;
    - ii. prioritise and act upon maintenance tasks as required and directed;
    - iii. ensure the buses are clean and reflect the appropriate image of the College; and
    - iv. report any issues of maintenance or damage to the Facilities Manager in a timely manner.
  - c. Keep and maintain appropriate records as required.

College Bus Drivers are also required to undertake the following:

1. Comply with requirements of the College Work Health & Safety Program as published;
2. Comply with the College's Staff Code of Conduct as published; and
3. Maintain all relevant registrations and licences associated with the position of College Bus Driver

#### REMUNERATION

The College Bus Drivers are classified as a Maintenance and Domestic officer, with the level and step determined by experience and qualifications. All conditions of employment are in accordance with the Support Staff (Daramalan College, Marist College Canberra, and St Edmund's College, Canberra) Multi-Enterprise Agreement 2015-2019.

## **HOURS OF DUTY**

Hours of duty are varied and as follows:

### School Terms

- Bus Driver duties: Monday to Friday, 6:30am – 8:30am, then 3pm – 5pm. Other Bus Driver transfers during the school day for excursions as required.

## **Selection Criteria**

Applicants will need to demonstrate:

- Bus driving experience.
- Demonstrated ability to communicate effectively with a wide range of individuals and groups.
- Demonstrated reliability, flexibility and ability to work independently and without direct supervision.
- Relevant licensing requirements including Working with Vulnerable People Registration.

Highly desirable:

- Current Senior First Aid Certificate.

**(Three current referee names are to be provided with current phone numbers)**