All Souls St Gabriels School
CHARTERS TOWERS

30 Dr George Ellis Drive,
Charters Towers QLD 4820

P: (07) 4787 1433
E: school@allsouls.qld.edu.au
www.allsouls.qld.edu.au

Position Title	**Bus Driver**
Department	Boarding
Reports To	Head of Boarding
Location	All Souls St Gabriels School
Employment Conditions	As per the All Souls St Gabriels School Enterprise Agreement
Classification	Boarding, Level 2
Contact Officer	Head of Boarding
Phone	07 4787 1433
Email	employment@allsouls.qld.edu.au

About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12 day and boarding school in the Anglican tradition. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

Our Mission

To nurture young people in the development of their mind, body and spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge and desire to contribute, lead and serve.

Our Values

- **Integrity –** We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect –** We have respect for ourselves and others, history and tradition and our environment.
- **Resilience –** We are encouraged to extend ourselves, to see every hardship, challenge and error as a learning experience and an opportunity to grow.
- **Service –** Our School motto, Severe regnare est ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.

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Position Purpose

The Bus Driver provides safe, reliable and professional transport services for boarding and day students. The role is responsible for the safe operation of School vehicles, supporting student wellbeing during transport activities and ensuring compliance with all transport, safety and child safeguarding requirements.

What Success Looks Like

- Students are transported safely, punctually and professionally.
- Transport records and compliance requirements are completed accurately and on time.
- Positive relationships are maintained with students, families and staff.
- Child safeguarding and workplace health and safety obligations are consistently met.

Key Accountabilities

Student Transport

- Safely transport students in accordance with road rules, School policies and procedures.
- Conduct scheduled and ad-hoc transport services, including excursions and occasional overnight travel.
- Ensure safe student boarding, travel and disembarkation.
- Promote positive student behaviour and report any concerns to the appropriate staff member.

Vehicle Management and Compliance

- Conduct routine inspections and safety checks of School vehicles as required.
- Report maintenance and safety concerns promptly.
- Maintain required transport records, registers and work diaries.
- Comply with all licensing, transport and regulatory requirements.

Administration and Professional Conduct

- Maintain accurate records and complete administrative tasks within required timeframes.
- Use standard business software as required.
- Maintain confidentiality and professional standards at all times.
- Participate in meetings, training and professional development as required.
- Support the values and ethos of the School.

Work Safety and Child Safeguarding

- Comply with all Workplace Health and Safety requirements.
- Promote the safety, wellbeing and inclusion of all students.
- Maintain professional boundaries with students.
- Report safety, wellbeing or safeguarding concerns in accordance with School procedures.
- Complete all mandatory compliance and training requirements annually.

Extent of Authority

- Responsible for the safe operation of School vehicles.
- Makes operational decisions relating to student safety during transport activities.
- Escalates welfare, behavioural, safety and operational concerns to the appropriate supervisor.

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Key Challenges

- Managing transport requirements outside normal School hours.
- Maintaining student safety and behaviour expectations while travelling.
- Responding to changing schedules and operational requirements.
- Working independently while maintaining compliance and service standards.

Position Requirements

Mandatory Requirements

- Current Queensland Working with Children Check (Blue/Exemption Card)
- Legal right to work in Australia
- Current Light Rigid (LR) Driver Licence or higher
- Safe driving record
- Current First Aid Certificate or ability to obtain

Desirable Requirements

- Medium Rigid (MR) or Heavy Rigid (HR) Licence
- Previous bus or passenger transport experience
- Experience working with children or young people

General Skills and Abilities

- Strong communication and interpersonal skills.
- Reliable, professional and well organised.
- Ability to work independently and as part of a team.
- Good judgement and problem-solving skills.
- Flexible and adaptable approach to work.
- Commitment to student wellbeing, safety and Anglican education.

Position Description Statement

This Position Description provides an overview of the key responsibilities, accountabilities and requirements of the role. It is not intended to be an exhaustive list of duties. The employee may be required to undertake other reasonable duties consistent with the skills, competence and classification of the position, as directed by the School.