



Position Description

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| Position title | Bus Coordinator |
| Address | 77-81 Willesden Road Oakleigh VIC 3186 |
| Appointed by | Principal |
| Responsible to | Business Manager |
| Employment type | Full Time |

Overview

Oakleigh Grammar is a K to 12 co-educational Christian school. Over the years, Oakleigh Grammar has continued to reflect the changing face of its surrounding suburbs embracing and celebrating multiculturalism and inclusion.

- Develop and drive a contemporary advancement agenda
- Collaboratively engage with all key stakeholders
- Support sustainable future growth

Crucial to success will be a deep belief in and commitment to education and to the ideals and mission of Oakleigh Grammar.

The Bus Coordinator is responsible to the Business Manager and is a member of the School Administration team. You are responsible for a broad range of activities, many of which have dedicated teams within the school.

Our Values

Respect – We promote due regard for the feelings, wishes and rights of others.

Kindness - We promote the quality of being friendly, generous and considerate.

Humility - We promote the quality of having a modest or low view of one's importance.

Aspiration - We promote the notion of hope and ambition in all that we and others do.



Primary Purpose of the Role

The Bus Coordinator will work within Student Services to manage and Coordinate Student bus registrations, Internal bookings for excursions and special events, Casual bookings, Driver shift allocations, effective staffing to meet business needs, External bus hire, Servicing and Maintenance, Bus minder portal, managing all aspects relating to the bus drivers, Billing, Admissions/Short Study Program and administration tasks.

With a natural ability to foster and establish relationships, the Bus Coordinator will strengthen positive community engagement across all stakeholder groups. Presenting with exceptional communication, interpersonal and advocacy skills. The role will interact with families and respond to parent enquires/ requests that come through via telephone, email or face to face. This includes and not limited to: new bookings, casual bookings, absence notice, parent app enquiry, alternative address enquiries, update booking days, email updated bookings to parents, set parents up in Xuno.

The Bus Coordinator will ensure coherent practices, protocols, programs, and policies to drive the school forward by providing an exceptional and seamless experience for the students, parents, staff, alumni and all who make up the School community. The focus is clearly upon advancing the reputation and success of Oakleigh Grammar.

Role classification: Administration, full-time.

Key working Relationships

- Bus Drivers
- Business Manager
- School Bursar
- Head of Sport
- Admissions team
- Leadership team
- Maintenance
- Teaching and Non-Teaching staff of the School
- Members of Oakleigh Grammar and General Public

Expectations of Staff

Oakleigh Grammar staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Oakleigh Grammar staff members are required to:

- Treat each other with courtesy and respect.
- Respect the right of each person to learn/work without disruption.
- Accept responsibility for their own progress development.
- Accept responsibility for maintaining safe, clean, and pleasant surroundings.
- Demonstrate self-respect and uphold Oakleigh Grammar's reputation through their appearance and actions.

- Understand and abide by all child safe principles.
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment.
- Support the vision, and values of the School.
- Support and respect the Christian Orthodox ethos of the School.
- Contribute to and support the strategic directions of the School.
- Support all Oakleigh Grammar's policies and procedures.
- Obey the law.

Bus Coordinator - Supervision and Operational Leadership

The Bus Coordinator is responsible for but not limited to:

Strategic

- Liaising closely with Admissions team, maintaining the waitlist for new student enquires if they can't be accommodated. To provide a monthly report to the Business Manager.
- Provide **strategic direction** for the service and maintenance of the bus fleet.
- Ensuring an effective relationship is built, grown, and maintained between the Bus Drivers on a daily basis and to lead and educate the team
- Forecasting the bus capacity versus the student bookings at the beginning of each term break. (School holiday job) ensure that buses are being used effectively and allow capacity for future enrolments
- Assist the Principal and Head of Marketing in determining the signage and compliance required for each specific bus.
- Lead the start of each term Team Meeting of the bus drivers with the Business Manager

Operational

Driver Shift Allocations:

- Manages the scheduling of the morning and afternoon bus routes, including student and driver allocations as per the Award.
- Manage and allocate sport and excursion shifts to Oakleigh Grammar drivers ensuring fair and even shifts are assigned.

External bus hire:

- Liaises with external customers/suppliers for additional bookings when necessary.
- Organise external bus hire for sports or excursions / debating etc. Request quotes / proceed with confirmation. Relay booking confirmations to relevant staff
- Organise different sized buses to suit requirements for sports and excursions
- Maintain paperwork for all external bus bookings – provide to accounts payable.

Servicing and Maintenance:

- Oversees the bus fleet and ensure that all buses are serviced and maintained
- Overseeing the cleanliness and re-fuelling for the school fleet on a weekly basis

Bus Minder Portal:

- Add new families / addresses to drivers' route
- Create new bookings / casual bookings for parents
- Send messages to parents via parent portal re update of run – bus late / change of time /alternative driver etc
- Create new runs if required (e.g. new bus / changes in requirements)
- Liaise with Bus Minder re app functions and new releases. Issues with driver app etc

Drivers:

- Together with the Business Manager, manages and reviews bus driver performance
- Be part of interview process for new drivers or casual drivers, explain app, where to pick up drop off students etc
- Maintain casual pool – keep regular contact
- Oversees the necessary compliance training for bus drivers
- Ensuring all bus drivers have current WWCC clearance
- Organise logistics of buses when casual drivers are in use (drop off / pick up points etc)
- Be available out of working hours for urgent situations - Organise drivers if a driver cannot work
- Support drivers, parents and students with driver's app
- Contact parents not using parent app
- Ensure drivers are keeping buses clean on a regular basis by conducting spot checks – report unsatisfactory cleanliness to Business Manager for compliance.
- Check timesheets submitted weekly for the previous week and submit to the Bursar monthly
- Schedule bus driver meeting once per term, including circulating agenda and to minute meeting.

Billing:

Provide to accounts every school holiday period:

- Casual booking report
- Term fees report

Admissions / Short Study Program:

- Try to accommodate bus travel requests for short study students who are not in Xuno – a lot of work for a short period of time
- Allocate external bookings / airport pick ups etc

Miscellaneous:

- Keep record of Bus driver leave and give regular updates to payroll
- Reconcile fuel docketts and match to the statements
- Update drivers lists as required – provide to Principal, Business Manager and Reception
- Use Reveal tracking system to always track whereabouts of buses. Use tracking system to work out drivers contract hours – assessed yearly.
- Every day at midday - Check Xuno absentee report – add absences to BusMinder for drivers information
- Keep track of bus behaviour tab and involve teacher / coordinator or Deputy Principal of Student Wellbeing and Operations if necessary
- Maintain a waitlist for requests that cannot be accommodated
- **Bus accidents/incidents** – Log in the register and report to management
- **Complaints** – Log complaints in the complaints register and circulate to Business Manager for a response.

Qualifications and Skills

Required

- Recognised Victorian Working with Children Check registration is mandatory.
- Current Victorian Drivers Licence.
- Experience and ability to work with individuals from multi-cultural backgrounds.
- Ability to develop positive working relationships with individuals at all levels to promote the School.
- Proven capacity to work effectively in teams and commitment to understand the roles and responsibilities of other staff.
- Ability to demonstrate understanding of safeguarding responsibilities and a commitment to promote the welfare of students and the School's community.
- A strong commitment to be an outstanding role model for employability skills.
- Outstanding organisational and administration skills
- Extensive knowledge of school practices and knowledge of educational legal regulations
- Strong analytical and data-driven decision-making skills
- Excellent communication and interpersonal skills
- Ability to adapt to a fast-paced and evolving educational environment.
- Exemplary values pertaining to personal qualities of objectivity, sensitivity, and integrity
- Strong leadership abilities, with a passion for fostering a positive work culture.

- Advanced skills in the full suite of MS Office and an ability to learn and develop skills in software applicable to the position requirements.

Attributes

The role requires the following attributes:

- Compassion, patience, initiative, and flexibility;
- Capacity to work as part of a team;
- Capacity to model good leadership;
- Willingness to take part in the school's co-curricular program;
- Desire to work with International families and multiple stakeholders.
- Capacity and willingness to contribute to the vision and mission of Oakleigh Grammar.

This Position Description is a guide only. The Principal may assign duties for this position at his discretion depending on the operational needs of the School.

Child Safe Standards

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 1359.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the on-line Mandatory Reporting e-Learning Module.

Mark Robertson

Principal

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD

August 2023