



Position Description

Position title	School Bus Driver
Address	77-81 Willesden Road Oakleigh VIC 3186
Appointed by	Principal
Responsible to	Bus Coordinator
Employment type	Casual

Overview

Oakleigh Grammar is a highly reputable Christian co-educational ELC to Year 12 School located in the South-Eastern suburbs of Melbourne.

Oakleigh Grammar values education that goes beyond academic development. At its core, the School is dedicated to building compassionate, confident and active lifelong learners espousing all students to have a zest for life.

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.

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

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

Primary Purpose of the Role

The casual Bus Driver will be responsible for transporting children to and from school following a scheduled route and ensuring their safety, as well as covering excursions and sports as needed.

Oakleigh Grammar manages a customisable private bus service from 8 to 24 seats offering safe and friendly door-to-door pick-ups and drop-offs across Melbourne's Eastern and South Eastern suburbs.

This position is flexible, and shifts may operate over 7 days of the week at any time of the day. Attractive hourly rate on a casual basis.



Key Responsibilities

The casual School Bus Driver is responsible for:

- Filling in when regular drivers are not available.
- Operating a school bus and safely transporting school-aged students to and from school following the planned route and schedule for departure times and stops.
- Ensuring that the correct children are on their allocated bus according to the daily roll and, checking, firstly, with the Student Services Administrator, secondly, with the parents before departing the school, if there are any discrepancies.
 - Drivers may also be required to provide transportation during and outside of school hours, sometimes in the evening or on weekends, for events in any area, including but not limited to excursions, camps, sports requirements and various other activities.
- Delivering and picking up buses for any servicing, maintenance, inspections or cleaning requirements.
- Interacting and communicating with students in an appropriate and professional manner and exercising responsible leadership and appropriate behaviour.
- Communicating effectively and positively with parents, students, staff and co-workers.
- Maintaining a high standard of cleanliness both inside and outside of the bus including cleaning out rubbish and sweeping the floor on a daily basis.
- Participating in all required First Aid / CPR training certification and Mandatory Reporting.

Qualifications and Skills

Required

- A current Victorian Drivers Licence
- A current Working with Children Check Card (WWCC) for Employees
- Current first aid certifications:
 - HLTAID009 – CPR -12 months expiry
 - HLTAID010 & HLTAID011- First Aid -3-year expiry

Attributes

- Must be capable of working independently and possess the ability to understand and follow through verbal and written instructions.
- While on the road, you are responsible for maintaining a safe environment for everyone inside the bus by:
 - ensuring the bus can be operated safely before driving by conducting a pre-trip safety inspection.
 - obeying all traffic laws.
 - keeping all emergency exits clear of obstructions.
 - enforcing student discipline on the bus and ensuring that student behaviour is not a distraction to safe driving. Report undisciplined students to the bus coordinator.
 - inspecting and monitoring buses for tyre, petrol /diesel, oil, and water levels on a regular basis.



- conducting regular inspections of the vehicle and reporting any mechanical issues or required bus maintenance. Inspecting the vehicle thoroughly before and after each trip.
- Reporting any delays and accidents immediately, requesting police or ambulance service as needed, assisting injured persons until services arrive; and completing required accident reports.
- Return the bus to school at the end of each School term and pick up the day before term commences or as arranged by Bus Coordinator.
- Performing any other additional related duties as assigned by the Bus Coordinator or other appropriate administrators.

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 of 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.
- Have a commitment to uphold and contribute to the 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.

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

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