



POSITION VACANT BUS DRIVERS

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint casual **Bus Drivers** that:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose statements
- Set an example to students, staff and parents in matters of faith and conduct

The Role

- The position of Bus Driver reports to the Maintenance Manager
- Shifts Monday to Friday during term time
- Work hours 6.30am-8.30am, 2.30pm-4.00pm
- CSA General Staff MEA 2021-2023: Remuneration: \$38 per hour (permanent part-time)
- Broken shift allowance may be provided for part-time staff
- Successful applicant may request to join the Maintenance Team 4 hours per day in one shift during school breaks or select to stand down during school vacation time

Application documentation must include:

- Completed and signed Toongabbie Christian College General Staff Employment Application form, available at www.tcc.nsw.edu.au
- Full CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Certified copies of qualifications/documentation
- Current Working With Children Check for paid employment or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date
- Demonstrate evidence of a COVID-19 Digital Certificate meeting the PHOs in NSW

Selection Criteria

- Only applicants with the right to work in Australia may apply for these positions.
- Have held an unrestricted Australian driver's licence concurrently for 12 months within the last 2 years
- Applicants will be required to have an LR licence (MR licence is preferred) when submitting an application
- Strong interpersonal skills with students, staff, parents/carers and external organisations
- Proven bus driving skills
- Evidence of a clean driving record
- A driving competency test on the day following the interview
- Complete pre-employment medical checks, if required
- Undergo an annual driver assessment and training (if required)

Application process

- The College reserves the right not to fill the positions.
- Complete Toongabbie Christian College General Staff Application Form
- Submit application via email only to employment@tcc.nsw.edu.au
- All documentation submitted as a single PDF document
- Indicate in subject line the following: **Application: Bus Driver**
- Specific enquiries regarding this position may be addressed to Mr Trevor Duncan, Maintenance Manager
- Closing date: These positions do not have a closing date

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

ROLE DESCRIPTION

BUS DRIVER

1. PURPOSE OF THIS POSITION

The Bus Driver is responsible to operate a bus to transport students to and from the College in a safe manner, meeting all legislative requirements.

2. REPORTING RELATIONSHIPS

- Reports to _____ Principal
- Direct Report _____ Maintenance Manager
- This position _____ Bus Driver
- Non-reporting relationships _____ Bus Administrator
Maintenance Team

3. RESPONSIBILITIES

Demonstrated commitment to

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose statements
- Setting an example to students, staff and parents/carers in matters of faith and conduct

Specific Responsibilities – Excursions/Events (when required)

- Punctual readiness to undertake any bus driving shifts agreed with the Facilities Manager
- Confirm routes, destinations, departure and arrival target times and name of staff supervisor who will be accompanying students
- Face to face liaison with the relevant supervising staff member to confirm readiness to depart
- Driving safely to and from the venue, without detouring from the confirmed route
- Liaise with supervisor to request students leave bus clean and windows closed
- Maintain awareness of condition of the bus, reporting any maintenance concerns to the Facilities Manager
- Ensure security of bus keys and any other key which may be provided by the College
- Ensure that the windows of the bus are closed at all times
- Safely park and lock the bus when it is unattended
- Complete a before and after safety inspection of the bus that will be used to operate a service

Specific Responsibilities – Bus Routes

- Punctual readiness to undertake bus route shifts on a daily basis
- Familiarise with the route for pick up and drop off
- Ensure students are not picked up or dropped off required to cross a road
- Driving safely to and from pick up and drop off points, without detouring from the confirmed route
- Ensure that no windows of the bus are open at all times
- Liaise with supervisor to request students leave bus clean and windows closed
- Maintain awareness of condition of the bus, reporting any maintenance concerns to the Maintenance Manager
- Ensure security of bus keys and any other key which may be provided by the College
- Safely park and lock the bus when it is unattended
- Complete a before and after safety inspection of the bus that will be used to operate a service

Passenger Behaviour

Take the following procedures if there is a problem with passenger behaviour:

- Inform the Maintenance Manager, requesting that they address the problem
- If the discipline problem cannot be quickly resolved, stop the bus at the first opportunity and remain stopped until the level of behaviour has improved
- Remain stationary if the student's behaviour is leading to frustration and/or danger and call the Maintenance Manager
- Report any untenable situation to the Maintenance Manager

General

- Attend a Compliance Session as directed by the Principal
- Undergo annual driver testing and training if required

4. AGREEMENT

This job description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this job. This job should be read in conjunction with the employee's current conditions of employment and the provisions of the current NSW Christian Schools General Staff Multi-Enterprise Agreement.

Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties requested by the Line Manager (Maintenance Manager) to support the College's compliance with legislative obligations.

The Line Manager (Maintenance Manager) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.