



EMPLOYMENT OPPORTUNITY

Currently available

BUS DRIVER

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 a **Bus Driver** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

The Role

- Two positions available **casual/ permanent part time** positions
- Additional driving available during school terms and school holidays
- **Commencement date position 1:** ASAP
- **Commencement date position 2:** ASAP
- **Remuneration:** \$40.70 per hour casual or \$33.92 per hour permanent part time
- **Working hours: Monday to Friday 6.45am - 8.45am and 2.45pm - 4.45pm (Term times)**

Specific criteria:

- LR Bus license
- Clean driving record
- Consideration will be given to applicants without a LR Bus license (The College will fund obtaining a LR license if the applicant is successful)

Application documentation must include:

- **ONLY APPLICANTS ELIGIBLE TO WORK IN AUSTRALIA MAY APPLY FOR THIS POSITION**
- Completed and signed Toongabbie Christian College General Staff Employment Application form: www.tcc.nsw.edu.au
- CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and a complete employment history
- Current Working With Children Check (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

Application process

- **Submit application via email only to employment@tcc.nsw.edu.au**
- Indicate in subject line the following: **Application: Bus Driver - Please indicate which position you are applying for in your email.**
- **All documentation submitted as a single PDF document**
- Specific enquiries regarding this position may be addressed to Mr Trevor Duncan Facilities Manager on 0406 008 686 or (02) 8863 2952 or tduncan@tcc.nsw.edu.au
- **Closing date:** This position does not have a closing date and will close when a suitable candidate is found. Interviews may commence upon receipt of suitable applicants

Selection process

- Interviews for this position occur upon receipt of application.

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 school bus to transport students to and from the College or to and from excursions by assessing traffic and road conditions, monitor student behaviour and contributing factors to ensure safe transportation, meeting all legislative requirements.

2. REPORTING RELATIONSHIPS

- Reports to _____ Principal
- Direct Report _____ Facilities Manager
- This position _____ Bus Driver
- Non-reporting relationships ___ Enrolments Administrator

3. Personal Attributes

- Ability to work collaboratively in a team environment
- Establish good rapport with students being a friendly face
- Hold safe driving and road rules in high regard
- Exercise good judgement and display calmness
- Communicate effectively with all stakeholders
- Commitment to child safety

4. 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
- Set an example to students, staff and parents/carers in matters of faith and conduct
- Demonstrate a growing understanding of the place of education, teaching and learning within a Biblical Worldview

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
- Adhere to the confirmed route
- 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
- Monitor that 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
- 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 – Excursions/Events (when required)

- Punctual readiness to undertake any bus driving shifts agreed with the Facilities Manager/Enrolments Administrator
- Confirm routes, destinations, departure and arrival target times and name of staff supervisor who will be accompanying students in collaboration with the Enrolments Administrator
- 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 supervising staff member 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

Passenger Behaviour

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

- Inform the Facilities Manager, requesting that they address the problem by reporting it to the relevant teacher
- 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 Facilities Manager/Principal
- Report any untenable situation to the Facilities Manager

General

- Participate in collegial events/activities when required
- Actively participate in the spiritual life of the College Community, including attending and staff devotions and worship when required
- Attend a Compliance Session as directed by the Principal
- Attend toolbox chats when required
- Undergo annual driver testing and training if required