

## School Bus Driver

Applications Close:	12pm Friday 25 March 2022
Apply to:	The Business Manager Noosa Pengari Steiner School <a href="mailto:finance@noosasteiner.qld.edu.au">finance@noosasteiner.qld.edu.au</a>
Position Title:	Bus Driver
Employment Status:	Part-time (term time)
Hours of Duty:	Monday–Friday, 6.30am–9.00am and 2.45pm–5.15pm
Salary:	School Officer Level 3
Start Date:	Term 2 2022
Responsible to:	Business Manager
Location:	Noosa Pengari Steiner School, 86 Nyell Road, Doonan

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Noosa Pengari Steiner School is seeking expressions of interest for a bus driver(s). We are currently seeking a permanent bus driver to fill a term time position, from Term 2, 2022.

Situated in Doonan on the Sunshine Coast, this Pre-prep to Year 12 co-educational school invites applications from suitably qualified applicants who are supportive of the principles of Steiner Education.

The successful applicants must hold:

- a current HR Drivers Licence
- a current Driver Authorisation
- a current Blue Card (paid employee version)

As per the Government Health Mandate, it is an essential requirement of this position that the successful applicant is fully vaccinated for COVID-19.

The position is for the Monday – Friday morning and afternoons school run. It is a possibility that this role is a job share position. There is also a possibility for additional work in driving for various school camps and excursions throughout the school day.

Applicants must submit a cover letter and resume by 12pm, Friday 25 March 2022.

Queries about the position can be made to the Business Manager, Mrs Cathy Hunt, at [finance@noosasteiner.qld.edu.au](mailto:finance@noosasteiner.qld.edu.au)

## THE SELECTION PROCESS

Short-listing will be undertaken by members of a selection panel. Only short-listed applicants will be interviewed.

A short test drive will also be required in an automatic 25 seat Mitsubishi Rosa bus and an automatic 41 seat Isuzu bus. Applicants may be required to give examples of how they would handle case scenario situations.

## GENERAL EMPLOYMENT CONDITIONS

Wages and conditions of employment will be in accordance with the relevant award and the Noosa Pengari Steiner School Enterprise Agreement 2018 (EA).

The school is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy. All new employees undergo an induction upon commencement of employment.

The successful applicant will preferably have experience as a School Bus Driver or Charter Bus Driver.

Duties will include, but are not limited to:

- Bus driving
- Route pre planning
- Bus cleaning and care
- Student care and behaviour awareness – ensuring all students have a safe and pleasant journey

## KEY RESPONSIBILITIES & REQUIREMENTS

- Drive multi-passenger vehicles as instructed
- Transport College students to and from Noosa Pengari Steiner School on allocated bus routes
- Ensure the bus is always driven in a safe manner
- Follow safety rules for passengers boarding and exiting the bus and relay and enforce the legal requirement of wearing seatbelts
- Read maps and follow written and verbal geographic directions ensuring complete understanding of routes and venues for bus access
- Refer to Business Manager any infractions of the Student Behaviour Code which occur during transportation. Report misbehaviour of students using the appropriate form
- Perform daily checks of any allocated bus as instructed by the Business Manager and as per the Bus Drivers Manual including filling out appropriate forms
- Drive bus to scheduled service and inspection appointments
- Ensure bus is adequately fuelled
- Sweep out and clean bus of any litter at end of each day, and brush between seats and side walls weekly. Mop floors when required during spells of rain
- Wash bus fortnightly as a minimum and additionally when required



- Carry out a full clean, inside and out including polishing and cosmetic repairs as directed by the Business Manager
- Report mechanical failures and faults promptly to the Business Manager on appropriate Vehicle Defect Log form
- Report delays, accidents, or other traffic and transport situations to the Business Manager
- Mark bus roll accurately each trip
- Keep up to date with the current Queensland Transport Road Rules and comply with traffic regulations to operate a vehicle in a safe and courteous manner
- Make accurate entries into Log Sheets and Time Sheets as required daily
- Carry current drivers' licence, blue card and accreditation always
- Ensure records including roll, logbook and maintenance checklist are always accessible
- Maintain knowledge of first aid procedures
- Always present a neat and tidy appearance
- Attend meetings when requested during school hours and attend professional development as requested
- Ensure relevant school policies and procedures are followed
- Understanding or a willingness to gain an understanding of the philosophy and principles of Steiner Education
- Work effectively and co-operatively with other team members
- Be punctual and adhere to timelines
- Adhere to the staff code of conduct
- Effective in verbal, written, and electronic communication
- Comply with the school's WHS policy, safe work procedures, instructions and rules
- Attend WHS education and training opportunities, as provided and apply learning