

School Bus Driver

Applications Close:	4pm Wednesday 20 March 2024
Apply to:	The Business Manager Noosa Pengari Steiner School finance@noosasteiner.qld.edu.au
Position Title:	Bus Driver
Employment Status:	Part-time (term time)
Hours of Duty:	Monday–Tuesday, 6.45am–8.45am and 2.50pm–4.50pm
Start Date:	Monday 15 April 2024 (Term 2 2024)
Responsible to:	Business Manager
Location:	Noosa Pengari Steiner School, 86 Nyell Road, Doonan

Noosa Pengari Steiner School is seeking expressions of interest for a part-time bus driver. We are currently seeking a permanent bus driver to fill a term time position, from Term 2, 2024. This position is for the Monday and Tuesday morning and afternoon school bus run.

There is also a possibility for additional work in driving for various school camps and excursions throughout the school day and cover for the morning and afternoon school run on other days.

The successful applicants must hold:

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

Queries about this position can be made to the Business Manager, Cathy Hunt, finance@noosasteiner.qld.edu.au.

THE SELECTION PROCESS

Short-listing will be undertaken by members of a selection panel. Only shortlisted 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 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 preplanning
- 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 required
- Transport 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
- Report misbehaviour of students using the appropriate form
- Perform daily checks of any allocated bus as per the Bus Drivers Manual including filling out appropriate forms
- Drive bus to scheduled service and inspection appointments
- Ensure bus is adequately fuelled
- Ensure the bus is kept clean and tidy at all times
- Report mechanical failures and faults 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
- Always present a neat and tidy appearance
- Work effectively and co-operatively with other team members
- Comply with the school's WHS policy and safe work procedures,
- Attend WHS education and training opportunities, as required