

Bus Driver



LORETO
COLLEGE

www.loreto.sa.edu.au

Role	Bus Driver
Terms	Permanent part-time – 22.5 hours per week Split shifts each morning and each afternoon on school days Some additional casual bus driving duties may be required
Employment	30 January 2023 38 weeks per year – school term time only
Classification	Education Support Officer Services Stream Grade 2 Year 1
Responsible to	Chief Operating Officer

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.



Position Overview

The Bus Driver provides Loreto College students with safe, reliable transport to and from the College.

Key Accountabilities	Responsibilities and Expectations
<p>Working Effectively</p>	<ul style="list-style-type: none"> • driving the College’s bus service for students. This may be on a regular or rotational basis; • before departing the College, checking student list to ensure no passengers are left behind; • ensuring that seatbelts are worn by students at all times; • ensuring that keys are not left in the ignition when the bus is not being driven, that the bus is locked when unattended and the parking brake is engaged when the bus is stationary; • if students are aboard, never leaving the immediate vicinity of the bus; • keeping the bus clean and tidy; • assisting with cleaning of other College buses, as required and any other duties as directed; • ensuring all work is conducted with the WHS guidelines and policies including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others; • communicating effectively with students and staff; • undertaking work as directed from the Bus Coordinator; • reporting any service issues/concerns regarding the bus to the Bus Coordinator;
<p>Mission and Ethos</p>	<ul style="list-style-type: none"> • knowing, accepting, embodying, and developing the Loreto mission and values; • having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward; • fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service; • role modelling Christian values in all dealings with students, staff and parents;



	<ul style="list-style-type: none">• maintaining confidentiality at all times and demonstrating high professional standards within the College and community;• providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;• supporting and upholding the College’s policies and procedures and the Child Safety Code of Conduct;• undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College’s policies, including Privacy Policy and Responsible Use of Technology Policy;
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Person Specification – Essential Criteria

Experience and Knowledge

- Bus driving experience and able to drive buses in accordance with the law
- Experience in driving large buses on busy metropolitan roads
- Experience in cleaning and carrying out basic maintenance checks on buses
- Good working knowledge of the road rules and practices relevant to the safe operation of buses
- Have sound knowledge and a commitment to WHS legislation

Personal Qualities, Skills and Abilities Required

- Excellent interpersonal skills, including the ability to listen and communicate effectively
- Excellent communication skills that can be used effectively with staff and students
- Reliable in attendance and consistent in the provision of reliable bus services
- Ability to be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Strong customer service focus

Essential Vocational Qualifications

- A current MR driver's licence and recognised accreditation
- Attainment of a medical clearance from a general practitioner relevant to the position
- Current Working with Children Check



Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1



Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

November 2022



Applications

Applications for the position of Bus Driver should be addressed to:

Dr Nicole Archard
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068
recruit@loreto.sa.edu.au

Terms and Conditions

- Approved first aid training
- Responding to Abuse and Neglect certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to undergo a Working with Children check and undertake mandatory notification training and Basic Casualty Care. Please attach any relevant certificates to your application.
- Employment and commencement are subject to the provision of evidence of full vaccination or up to date vaccination against COVID-19 or the provision of a medical exemption/medical contraindication to vaccination outlined in formal clinical advice from the Australian Department of Health to the vaccine providers based on advice from the Therapeutic Goods Administration (TGA) and Australian Technical Advisory Group on Immunisation (ATAGI).

Closing Date

Applications close at 9.00 am on Monday, 5 December 2022



LORETO COLLEGE
Marryatville, South Australia