



THE KING'S SCHOOL
POSITION DESCRIPTION FOR
BUS DRIVER

INTRODUCTION

All positions at The King's School support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School values all employees, and recognises that the service given, in the classroom as well as in support and operational capacities, equally contributes to an environment wherein boys are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

REPORTING RELATIONSHIPS

School Bus Drivers report to the Bursar who has delegated day to day responsibilities to the Transport Supervisor.

NATURE AND SCOPE

- Hours of work may vary from week to week
- You may be asked to do some Saturday or Sunday work, excursions and bus runs
- Driving bus, making sure the boys are safe and on time to school

KEY ACCOUNTABILITIES

- Duty of Care of the children at all times
- Driving School vehicles on the routes and timetables as directed by the School Transport Supervisor
- Driving School vehicles in a safe and careful manner and within the rules and regulations as legislated by Transport for NSW – Roads and Maritime

- Keeping the School vehicles that you use in a clean and tidy state and advising the Maintenance Supervisor of any mechanical defects or damage to the School vehicle and ensure oil and water is checked on a regular basis
- As you will be representing the School in public you will be required to maintain a tidy standard of dress and personal appearance
- Any other reasonable duties advised by the Transport Supervisor
- To support and observe the School's other policies, procedures and processes as described in the School Staff Handbook, including all Workplace Health and Safety policies and procedures

Note: Your continued employment will be dependent upon you maintaining a current relevant New South Wales driving licence.

SKILLS / REQUIREMENTS:

- MR, minimum drivers licence (clean)
- Working with Children Check

GENERAL REQUIREMENTS

Employees at The King's School are expected to:

- Be supportive of the ethos of a school and helpful in advancing the mission of The King's School
- Be good ambassadors of the School
- Work well on their own and be pro-active in the fulfilment of their duties
- Work well collegially and be able to promote harmony and wellbeing within the workplace
- Have good interpersonal skills and be able to work in a friendly and cooperative manner with colleagues
- Support Equal Opportunity, adhere to Work, Health and Safety guidelines, and fulfil their duty of care
- Adopt behaviour that is supportive of other colleagues irrespective of their race, culture or background
- Contribute to their professional development and seek to improve those skills which will be drawn upon in the fulfilment of their role within the School
- Be good role models in terms of personal hygiene, grooming, language and punctuality
- Possess the very highest standards of integrity and honesty

TERMS AND CONDITIONS OF EMPLOYMENT

Some of the terms and conditions of employment for this position are outlined in the Independent Schools (Support & Operational Staff) Multi Enterprise Agreement 2017 Industrial Instrument.

WORK HEALTH AND SAFETY

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety.

WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times
- Following policies, procedures and lawful direction designed to ensure a safe work environment
- Reporting any hazard, injury, or near miss through the School's RMS system
- Following emergency evacuation and management procedures if required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties
- Undertaking WHS training as deemed relevant to your role

FINALLY

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.