



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Bus Driver
Date established:	November 2024
Reports to:	Transport Services Manager

POSITION OVERVIEW

Guildford Grammar School is an Anglican School, committed to delivering the highest standard of education, inspiring students to achieve personal excellence within a warm and inclusive community environment. The school employs staff who are passionate and energetic in their profession and place student learning and well-being at the forefront of all they do.

The incumbent is responsible for the safe transport of school children for various excursions on School days and weekends, while adhering to all relevant road safety regulations. The Bus Driver should be a reliable, professional staff who is willing to adapt to changing schedules. The Bus Driver will contribute to maintaining the cleanliness of the bus, monitor passenger behaviour and act as a positive representative of the School in all interactions with students, parents and the general public.

REQUIRED COMPETENCIES AND SKILLS

Education and Training

- Hold a current and valid HR Licence and Passenger Transport Driver (PTD) Authorisation

Competencies & Technical Skills

- Possess a strong commitment to maintaining a safe working environment and adhering to safety protocols
- Maintain a good driving record and demonstrate safe driving practices.
- Be well-organised, punctual and reliable.
- Be flexible to the changing demands of the position.
- The ability to work effectively whilst unsupervised, ensuring tasks are completed efficiently.
- Demonstrate commitment to the Purpose and Values of the School
- Be supportive of the ethos and values of the Anglican tradition of the School
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being

- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards
- Have an understanding, and be able to work under current Western Australian Fatigue Management Guidelines
- Be able to quickly and genuinely build rapport with students, staff and colleagues both within the driving team and more broadly across the School
- Be responsible and held accountable for continuing compliance with our Child Safe and Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy at all times. All staff have a responsibility to raise any concerns they have about Child Protection to their Line Manager or Principal immediately.

Personal Attributes & Values

- Proven ability to work unsupervised and demonstrated initiative, as appropriate.
- Enthusiasm for, and commitment to providing quality service and support.
- Demonstrate professionalism and confidentiality appropriately.
- Display willingness to adapt to changing situations.
- Proven commitment to providing a safe and reliable bus service.
- Demonstrate commitment to the Purpose, Values and Anglican ethos of the School.
- A positive, open and innovative mindset.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child wellbeing.
- Be responsible and accountable for continuing compliance with our Child Safe practices and Child Safe Reporting Policy.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

- Ensure the bus has sufficient fuel and is ready for operation prior to each run.
- Operate the bus in a safe and efficient manner, strictly following the road code and speed limits at all times
- Conduct daily safety and operational checks as defined in the Daily Inspection Report.
- Report any defects found in the Daily Inspection and record the odometer reading at the start and end of each run.
- Ensure the safety of all passengers during transit, including assisting with boarding and disembarking as needed.
- Enforce the Code of Conduct for passengers, reporting any breaches and maintaining a safe environment on the bus at all times.

- Sweep and tidy the bus during “lay-offs”, ensuring the bus is kept clean and tidy and empty the rubbish bin
- Foster a positive school environment by interacting with students, parents and the wider community in a courteous and respectful manner, representing the school values.
- Abide by all School policies and procedures at all times.
- Maintain an understanding of, and take responsibility for, the oversight of the Workplace Health and Safety Standards of the School.
- Participate in staff training and development activities to assist in the achievement of individual/ work goals.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager’s discretion. Employees may also be required to undertake other reasonable duties as directed.