

Position Description

Bus Driver - casual

Multi Campus

Casual - Immediate start

Beaconhills College acknowledges the Wurundjeri and Bunurong – Boon Wurrung peoples as the Traditional Custodians of this land on which our College is built. We honour and respect their ongoing cultural and spiritual connection with this Country which includes Traditional Custodianship of the land, waterways and skies across Australia. We honour the richness, diversity and sophistication of the cultures of First Nations peoples. We admit with sorrow the wrongs of the past that have taken place and continue into today and that sovereignty was never ceded. We pay deep respects to Elders past and present and honour the strong leadership that is evident in the emerging Elders of tomorrow. We recognise that education is the key to unlocking our understanding of Aboriginal and Torres Strait Islander Australia and seek to explore what reconciliation means at Beaconhills College by partnering together and working to build a more just and compassionate society for the traditional owners of this land.

RELATIONSHIPS AND NETWORKS

LEAD BY	<ul style="list-style-type: none">• Operations Manager• Early Learning Teacher• eXtend Manager
COLLABORATES WITH	<ul style="list-style-type: none">• Maintenance Staff• Beacon Explorers• Teaching and Learning team• Little Beacons staff
LEADS	<ul style="list-style-type: none">• N/A
KEY WORKING GROUPS	<ul style="list-style-type: none">• Operations
EXTERNAL GROUPS	<ul style="list-style-type: none">• Excursion personal
POSITION CONDITIONS	<ul style="list-style-type: none">• This is casual position, the day of greatest requirement is a Wednesday



REFERENCE DOCUMENTATION

- Staff Code of Conduct
 - College Policies and Practices
 - Beaconhills College Driving Safely Policy
 - Beaconhills College Driving Safely - Fatigue Management
 - Little Beacons - Safe transportation of children policy
-

PRIMARY PURPOSE OF THE POSITION

The purpose of the Bus Driver is to provide high quality transportation of our Little Beacons and College children. The role of the bus driver is to foster safe travel and awareness of safe movement, promote student wellbeing and to positively engage with children. The successful applicant must demonstrate experience in managing a vehicle, be flexible in understanding the changing nature of programs and to problem solve solutions when challenges present. They must be vigilant in following policies and procedures to provide a safe environment for the transportation of children.

The role of this position involves driving the College's Toyota Rosa Excursion Bus which carries up to 25 passengers and being involved in the delivery of the on-country experiences, referred to as the Early Explorers program.

The primary role of the bus driver isto support our students in their learning through:

- Act as a role model for young people
- Continually support the wellbeing of members of the Beaconhills Learning Community
- Work as a member of the team when on excursions and work under the direction of the College staff member leading the excursion

The primary role of the bus driver is to:

- To hold a medium rigid license
- Ensure the safe transportation of children to the required destination
- Follow all procedures as listed in the College and Little Beacons policies
- Ensure the return of the bus in a safe, clean and ready to use condition
- Provide active supervision when on Country

KEY RESPONSIBILITIES FOR THE POSITION

- Establishing trusting and respectful relationships with students, parents and the community
- Using feedback to support reflection and inform future planning and practice
- Communicate with members of the school community in a timely and professional manner
- Works collaboratively with the person leading the excursion to achieve the desired outcomes
- Works collaboratively with the Operations Manager to ensure bus requirements are maintained



The training needs for this position are:

- implement policies and procedures for the safe transportation of children
- Provide recommendations for ongoing improvements

KEY TASKS FOR THE POSITION

Student Management

- Communicate with the College staff member leading the excursion with any concerns
- Update Communication records for bus and excursion procedures and bus maintenance
- Maintain up to date attendance records

Bus driving

- Complete the College Driving Safely registration process
- Complete the Beacon Explorer Bus Driver practical assessment
- Hold and maintain a Medium Rigid Drivers License
- Hold and maintain a [CPV](#) (Commercial Passenger Vehicle) Registration
- Be aware of, and manage the Fatigue regulated vehicle requirements for a log book record
- Complete all pre-driving and post driving checklists as defined in policy
- Complete cleaning requirements of the vehicle to ensure ready for use

General Duties

- Attend excursion briefings as required
- Carry out duties as directed

Professional Learning and Growth

- Attend College professional learning workshops or training days as deemed appropriate to the position
- Seek feedback from colleagues
- Complete LMS training and compliance requirements

QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- A current Employee Victorian Working with Children Check
- A current National Police Check (valid within 12 months)
- Australian citizenship or permanent residency
- Full Vaccination status

PHYSICAL CAPABILITIES

- Sitting (Frequent 34-66%)
- Standing (Frequent 34-66%)
- Walking (Frequent 34-66%)
- Talking (Frequent 34-66%)
- Listening (Frequent 34-66%)
- Steps / stairs (Frequent 34-66%)
- Carrying (Occasional 1-33%)

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

CHILD SAFETY AND EQUAL OPPORTUNITY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.



VACCINATION STATEMENT

It is a requirement of all staff members of Beaconhills College to be fully vaccinated* with a COVID-19 vaccine that has been registered or provisionally registered by the Therapeutic Goods Administration or has been approved by a comparable overseas regulator, as determined by the Therapeutic Goods Administration under regulation 16DA93) of the Therapeutic Goods Regulation 1990 of the Commonwealth. Proof of vaccination status or an original certified copy of a valid medical exemption will be required as part of the employment offer process.

*Fully vaccinated means having received three doses of a COVID-19 vaccine.