



POSITION DESCRIPTION

Position:	Bus Driver
Immediate Supervisor:	Facilities Manager
Subordinates:	Nil
Award/Agreement:	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017
Classification:	Level 2 (a) – Canteen and Uniform Shop Manager and Bus Drivers

OUR VISION

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

OUR VALUES

Within our Anglican tradition, we value:

- Compassion: Building genuine relationships through generosity of spirit and care for others.
- Wisdom: Gaining the knowledge, understanding, skills and character that comes from learning.
- Respect: Appreciating all within our environment and leaving an honourable legacy for those who follow.

OUR CULTURE

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- Leadership
- Standards
- Collaboration

OUR STRATEGIC DOMAINS

- **Achievement**

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- **Relationships**

Our Aspiration: A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- **Communication**

Our Aspiration: A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21st century learning needs.

- **Initiatives**

Our Aspiration: A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- **Reputation**

Our Aspiration: A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

THE ROLE

- Must hold a NSW MR Drivers Licence or higher and hold a NSW Bus Driver Authority
- Drive allocated bus along specified routes as directed.
- Drive allocated bus on School excursions as directed.
- Ensure the care, safety and comfort of Lindisfarne students.
- Keep your supervisor informed of any issues – such as late running or overloading - which may affect the service.
- Complete accident report forms, shift reports and other reports, as required.
- Report any damage or defect to the bus.
- Check passes, record all students carried.
- Work shifts and rosters as directed, carrying out all shift duties and instructions, following Lindisfarne Policies and Procedures.
- Maintain and wear uniform provided - be neat and tidy.
- Maintain knowledge of first aid procedures.
- Maintain order among students during trips in order to ensure safety, including ensuring students wear seat belts while the bus is in motion.
- Keep bus clean at all times.
- Comply with traffic regulations in order to operate vehicles in a safe and courteous manner.

KEY CONSIDERATIONS

A member of the Lindisfarne Anglican Grammar Team is:

- Emotionally intelligent
- A strategic and visionary thinker
- A successful communicator
- A goal orientated achiever
- A sensible risk taker

- A capable decision maker
- A resourceful facilitator
- A visible role model
- A life-long learner
- An astute and agile leader

WORKPLACE HEALTH AND SAFETY

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must therefore:

- Read and understand all School Health and Safety regulations applying to their position.
- Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation.
- If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware.
- Comply with all workplace health and safety instructions.
- Make proper use of relevant safety devices and personal protective equipment.
- Seek information and advice where necessary before carrying out new or unfamiliar work.
- Maintain dress standards appropriate for the work being done and wear uniforms if supplied.
- Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment.
- Bring to the attention of their immediate Supervisor any sub-standard situation or procedure they observe.

PERFORMANCE INDICATOR

Areas of responsibility must be met as an indication of performance and failure to meet these may lead to a performance review.

Note: This Position Description must be read in conjunction with the full Strategic Intent document of the School.

The duties and responsibilities of the Bus Driver may vary from time to time at the discretion of the Principal.

I have read and fully understand the contents of the Position Description.

Bus Driver

Principal

Signed: _____

Signed: _____

Date: _____

Date: _____