

Positions Vacant

School Bus Driver

Immediate start

Position will remain open until filled

How to Apply

1. Cover Letter

Provide a cover letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

In your cover letter, address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

4. Submit Application

Applications can be e-mailed to employment@napranum.qld.gov.au or in person at the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	School Bus Driver	Classification Level	Level 3
Department	Community, Cultural and Economic Development	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	Director of Community, Cultural and Economic Development	Location	Napranum
Nature of Employment	Casual		

PRIMARY POSITION OBJECTIVE/S

1. To operate the school bus in a safe and effective manner in order to minimise the risk of injury, property damage or loss of life, while ensuring that the regular daily schedule is adhered to.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- Operate the school bus in a safe and efficient manner and in accordance with all relevant legislation, policies and procedures.
- Pick up and deliver students as per the set schedule.
- Record the daily attendance on the school bus.
- Ensure students are aware of the rules and responsibilities as passengers.
- Maintain order and discipline at all times on the school bus.
- Make note of any behavioural or disciplinary problems and report these to Bus Monitors and the Corporate and Community Services Division Manager.
- Perform daily safety and maintenance checks.
- Perform minor maintenance duties such as changing the oil.
- Clean the interior of the bus on a daily basis and clean the exterior of the bus on a weekly basis.
- Ensure fuel levels are always maintained.
- Ensure the bus is safely and securely stored.
- Advise the Corporate and Community Services Division Manager of any requirements for maintenance or repairs as soon as they become apparent.
- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Community, Cultural and Economic Development.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's

aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Essential

- Current Heavy Rigid (HR) Driver's Licence.
- Current Driver's Authorisation, or ability to obtain and maintain one.
- Current Working with Children Blue Card, or ability to obtain and retain one.
- Agree to a Commonwealth Police Check.
- Sound written and oral communication skills.
- Previous experience working with children, or adequate work experience in a position which will indicate an acceptable standard of professional and a capacity to perform this role.
- Proven experience working and communicating effectively in a cross-cultural environment.
- Responsible and reliable.
- Friendly and polite manner.
- Excellent customer service skills.
- Enthusiasm and a positive attitude.
- Able to apply initiative and judgement.

Desirable

- Current First Aid Certificate and LV/CPR.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.