

## **BUS DRIVER POSITION DESCRIPTION**

### **Community Description**

Brisbane Christian College is a K-12 college with 1000 students, operating three campuses in the Salisbury area of Brisbane.

### **College Vision**

Brisbane Christian College, as a Ministry of Life Church Brisbane, is the preferred place of learning. Our community empowers students to live Christ-focused lives. We aspire for excellence and equip our members to achieve their maximum potential.

### **College Mission**

Brisbane Christian College provides quality, holistic education that is both Christ-centred and innovative; encouraging confident, creative, life-long learners.

Our community equips its members to become resourceful servant leaders who live with dignity and care for others to the glory of God.

### **College Values**

At Brisbane Christian College we:

- Honour Jesus Christ
- Empower others
- Aspire to excellence
- Respect others and self
- Develop dynamic relationships.

### **College Motto**

Wisdom and Knowledge through Christ

### **College Logo**

At the centre of the logo is a dual representation of both the risen, victorious Christ and the enthusiastic, energetic and elated student.

The logo depicts three elements which symbolise three different aspects of meaning – academic, personal (physical and emotional) and spiritual.

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| <b>TITLE:</b>               | <b>Bus driver</b>  |
| <b>Location:</b>            | All Campuses   |
| <b>Responsible to:</b>      | The Business Manager through the Facilities Manager  |
| <b>Key Relationships:</b>   | Works alongside other bus driving staff. Reports directly to the Bus Manager.  |
| <b>Position Objectives:</b> | To support children with appropriate transport to and from the College, as well as transport to special events such as sport and excursions. |

### **Statement of Responsibility**

It is the vision of Brisbane Christian College Christian College that our students will become contributing and resourceful members of their community, living lives with dignity and care for others. In achievement of this vision the College recognises the need to have excellent support staff, who can work in partnership with other staff members and management. As such a team membership approach is preferred.

The focus of the role requires personal and professional attributes consistent with the College's vision and statement of faith. With this in mind, the role holder is required to possess a helpfulness of spirit and flexibility. There is a need to be clear about one's own responsibilities and use initiative within the expectations of the position, keeping in mind other people's roles and responsibilities. Confidentiality and loyalty to the College and staff must be observed in all matters handled.

### **Core Responsibilities:**

The following is a list of activities in which the role holder may engage. This list is neither prescriptive nor exhaustive.

1. Provide assistance with driving buses safely for morning and afternoon regular run – Monday to Friday
2. Perform daily safety checks on bus
3. Maintain bus appearance to an acceptable standard
4. Refuel bus regularly
5. Report maintenance issues to the Bus Manager.

## **Personal Attributes:**

1. Ascribe to the Statement of Faith
2. Awareness of OHS practice and procedure.
3. Demonstrated ability to work independently but also as part of a team.
4. Demonstrated empathy with young persons.

## **Delegations and Responsibilities/Authority Limits**

The appointee has authority to dispatch correspondence on routine matters in accordance with established guidelines and procedures. No authority exists to expend funds unless specifically authorised.

## **Selection Criteria**

This section specifies the education, qualification, experience, skills, knowledge and abilities for appointment to the position.

### **1. Education, qualifications and experience**

#### **a. Essential:**

- i. Requires a Queensland Transport Bus Driver Authorisation
- ii. Requires a current Light Rigid (LR) driver's licence as a minimum
- iii. Requires a current Working with Children Blue Card.

#### **b. Desirable:**

- i. A current Heavy Rigid (HR) driver's licence.