

## **POSITION DESCRIPTION BUS DRIVERS**

### **Hours:**

**Kangaroo Flat route** Pick-up leaves Kangaroo Flat at 8.00am (driver there at 7.45am) and leaves the College at 3.20pm. **3.25 hours per day**. Driver times vary depending on driver home base in Bendigo or Castlemaine for start/finish hours.

**Maryborough Route leave Campbells Ck** approx. 7.10am to 8.40am and 3.20pm to 4:45pm (school days only).

OR Maryborough start 7.50am to 9.20am and 2.30am to 4pm (school days only)

**Salary:** Part-time wages in accord with the Schools Support Officer Award relevant to years of experience. This position is for the school operation weeks of the term only plus 4 weeks annual leave pro rata.

**Qualifications:** HB driver license for Rosa, normal license for Hi-Ace and driver's certificate. Working with Children Certificate. Medical Check to confirm health every 3 years or every 12 months over 60 years of age.

### **Position Objective:**

To provide a safe, secure, and punctual transition between the students pick up points and Olivet Christian College.

### **Position Responsibilities**

1. To provide a punctual and safe passage for Olivet Christian College students to and from the College
2. The ability to develop a good rapport with students between the ages of 5 to 16
3. Comply with and commit to the ethos of Olivet Christian College
4. To oversee the discipline of students ensuring the bus behaviour rules are adhered to reporting all misbehaviour or problems to Steven Nicholas - Principal.
5. To be responsible for the daily safety check on the bus, maintain fuel oil and water and to report any faults to the Principal or Business Manager, and to keep and sign a daily maintenance sheet.
6. Be responsible for keeping the bus clean both inside and out.
7. If unavailable on any given day the driver must contact Steven Nicholas on 0419 542 242

### **EMERGENCIES AND SCHOOL BUSES**

Bus routes passing through high-risk areas or routes operated by schools in high-risk locations will be closed on high-risk fire days.

A school bus route will be closed if it has to pass through an area affected by fire even if the associated school is not affected by fire and remains open.

If a bus route is threatened by unexpected fire, the school will enact its local emergency management plan.

Information on changes to bus routes or cancellation of services will be provided by your school.

### **Additional Considerations:**

- Your priority is towards the safety of your passengers – all other actions take second place to this priority.
- Assess the situation and should an evacuation of the bus be required use the most appropriate method/exit, remain calm, speak slowly and clearly, direct passengers to safest off-vehicle location.
- Keep passengers informed of the progress of any action to be taken (eg) ETA of fire/ambulance, ETA of replacement bus etc.
- Where possible, remain with the passengers and only leave them to seek assistance as a last resort.

- If appropriate, render first aid treatment and delegate tasks (eg) head counts, protect the scene etc to responsible passengers.
- If there is a danger – do not re-board the bus to obtain property.

#### UNFORSEEN EVENTS:

For situations such as bushfire, flood, items across the roadway etc you should always follow the instructions of the local Police/CFA/Emergency services. If emergency services personnel require you to travel off your normal route, this information should always be relayed to the College on 5472 3817 or the Principal's on 0419 542 242

During the bushfire season bus drivers should stop and seek information if they see any possible danger. Children will not be left at bus stops when there seems to be potential danger from fire unless someone is there to collect them.