

<b>POSITION TITLE &amp; NUMBER:</b>	Community Bus Driver (Casual) (POS 307)
<b>DIVISION:</b>	Planning and Environment
<b>DEPARTMENT/SECTION:</b>	Environment / Community Bus Driver
<b>EMPLOYMENT STATUS:</b>	Casual
<b>GRADE:</b>	Grade 6

## POSITION OBJECTIVE

Provide the municipality with high quality, and professional community bus driving service for the Council Connector Bus service

## KEY RESPONSIBILITIES AND DUTIES

- Undertake daily maintenance checks of the assigned vehicle and report defects.
- Drive the assigned vehicles in a safe manner that adheres to all NSW Road Rules
- Collection and drop off residents/ other users of the bus services at set bus stops within the Strathfield LGA
- Provision of a high level of customer service that reflects well upon Council to all patrons that utilise the bus service.

## KEY PERFORMANCE INDICATORS AND OUTPUTS

- Operation of Council Connector bus safely, legally and efficiently and competently and report any vehicle faults and defects immediately
- Communicating effectively and politely with all clients, residents, and members of the general public within the Strathfield LGA. Provide excellent customer service to residents by meeting standards set out in our Councils Customer Service Charter
- To follow all reasonable instructions from the Team Leader or designated supervisor
- Complete all safety and operational procedures during, after and at the commencement of each shift including vehicle and plant checks

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Community Bus Driver (Team Leader)
<b>Supervises:</b>	NIL
<b>Internal Stakeholders:</b>	General Manager Directors Section Managers Community Bus Driver – Team Leader Other Council Employees
<b>External Stakeholders:</b>	Clients of the Connector Bus Service Residents General public

## ADDITIONAL INFORMATION

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- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2020, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence and training.

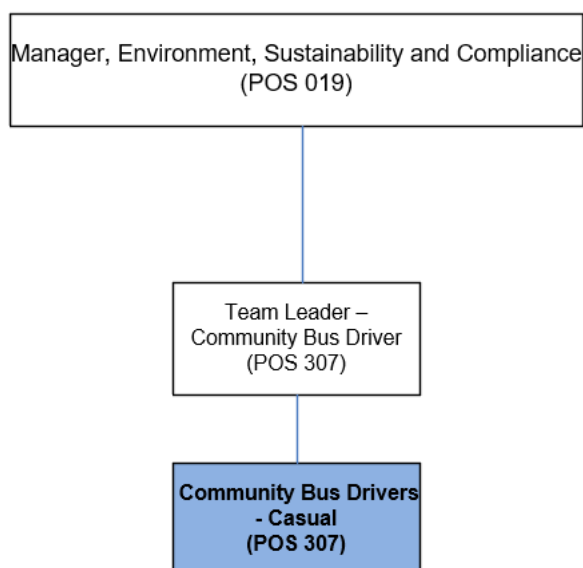
## SKILLS AND ATTRIBUTES

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<b>Comprehensive Skills:</b>	Reasonable knowledge of the Strathfield LGA and it's local streets Demonstrated experience in safely driving passenger bus Demonstrated experience in the provisions of quality customer service Comprehensive knowledge of Road rules and regulations
<b>Solid Working Skills:</b>	Customer service Conflict management Work, health and safety awareness Time management Interpersonal skills Problem solving skills Knowledge of Local Government Ability to follow rules and regulations

## ORGANISATIONAL CHART

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## **QUALIFICATIONS**

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- Current NSW Drivers Authority issued by Transport NSW or equivalent.
- A valid NSW MR or HR licence.

## **KEY SELECTION CRITERIA**

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- Knowledge of Local Government (Desirable)
- Knowledge of the Strathfield LGA and local streets
- Able to work as part of a team.
- Demonstrated successful experience as a bus driver of a public passenger vehicle.
- Demonstrated excellent driving history.
- Demonstrated successful experience working within a customer service environment.

## APPROVAL OF POSITION DESCRIPTION

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- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_