POSITION DESCRIPTION

POSITION TITLE:	**Bus Driver**
SECTION:	**Services Staff**
REPORTS TO:	**The Business Manager**
CLASSIFICATION:	**Services Staff – Level 3**
AWARD:	**Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023**
LOCATION:	**St Margaret Mary's College, Hyde Park**

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

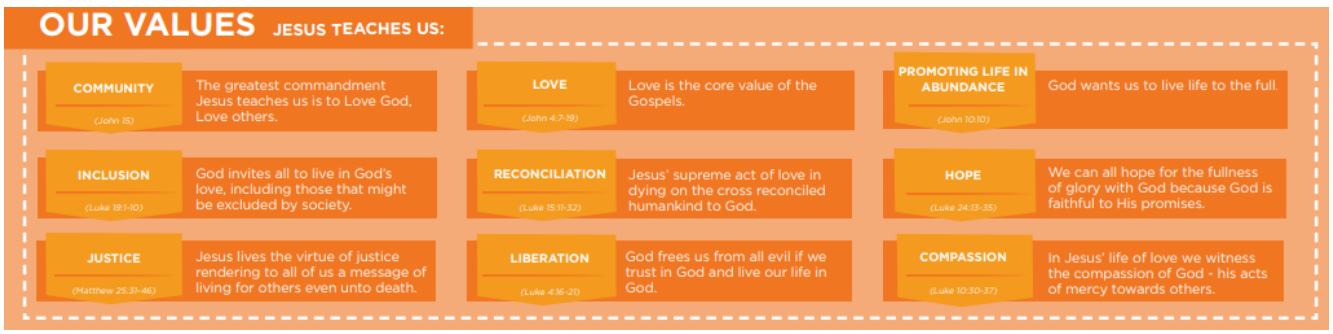
The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information https://www.tsv.catholic.edu.au/

OUR SYSTEM VISION

"The promotion of the human person is the goal of the Catholic school"

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998



TOWNSVILLE CATHOLIC EDUCATION OFFICE T. 07 4773 0900 E. enquiries@tsv.catholic.edu.au tsv.catholic.edu.au

ABOUT THE ROLE

St Margaret Mary's College, Hyde Park is a Townsville Girls Catholic High School, founded as in 1963 by the Sisters of the Good Samaritan. The College accepts enrolments from girls Years 7 to 12, and offers a wide variety of subjects and vocational programs. The College is also noted for its many extracurricular activities, its commitment to students with special needs and its variety of service opportunities for students.

The Bus Driver contributes to the effective and efficient operation of the college by providing a professional transportation service for students on a daily basis. The Bus Driver will work as a member of a team to provide a safe and pleasant environment for students and employees that is conducive to learning and safe student movement.

KEY ACCOUNTABILITIES

- Drive with safety and due care
- Transport students to and from the college as part of the daily bus service
- Transport students to various external locations including excursions and sporting activities
- Follow school operating routes for collection and drop off of students before and after school
- Organise and plan any adhoc transport requirements as required and approved
- Check the bus diary and organise a routine to enable pick up and drop off times are met
- Maintain the bus as per Department of Transport guidelines
- Carry out daily and weekly safety checks to ensure the bus is roadworthy at all times
- Undertake tasks to support functions and events of the school
- Other related duties as requested by the Principal.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

TOWNSVILLE CATHOLIC EDUCATION OFFICE T. 07 4773 0900 E. enquiries@tsv.catholic.edu.au tsv.catholic.edu.au

ABOUT YOU

Experience

- At least two years previous bus driving experience
- Demonstrated experience maintaining a high standard of service
- Demonstrated experience working with young people.

Skills

- Have knowledge of workplace health and safety, and anti-discriminatory practices as applied in an education work environment
- Well-developed knowledge of work health and safety and due diligence required for role.

Attributes

- Be able to work independently and with others as a team member
- Flexible and sensitive to the needs of students, staff and school community
- Ability to prioritise workload and role requirements
- Demonstrated ability to assess repairs quickly to enable maximum safety and to comply with Workplace Health and Safety legislation
- An ability to communicate with a range of staff across primary and secondary school settings.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - *The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government*
- Hold a current bus licence (MR Medium Rigid) with an excellent driving record
- Hold a current Drivers Authority
- Ability to travel within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

Desirable Criteria

- Current First aid Certificate (or willingness to obtain)
- Previous experience in the education sector

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

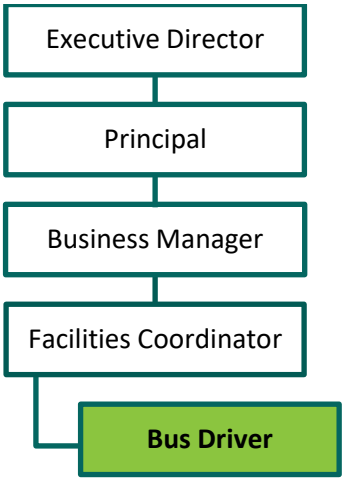
Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Displays a sense of self-efficacy and personal identity	Supports and engages change processes

TOWNSVILLE CATHOLIC EDUCATION OFFICE T. 07 4773 0900 E. enquiries@tsv.catholic.edu.au tsv.catholic.edu.au

Displays intuition as well as logic and reason	Demonstrates appropriate styles of decision making
Projects confidence, optimism and resilience	Inspires a collegial purpose and vision
Demonstrates honesty and integrity	Supports efficient and robust structures and systems
Demonstrates ethically responsible behaviours	Focuses on core outcomes and accountabilities
Is morally courageous	Engages in workplace learning and relevant professional development
Demonstrates a commitment to personal spiritual growth	Operates with a commitment to sound educational focus
Displays imagination and vision	Operates with a spirit of service and professionalism
Integrates work and personal life	Develops moral purpose
Engages with the Catholic culture	Demonstrates capacity to provide professional support
Is culturally sensitive	
Social and Interpersonal	**Organisational**
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The Bus Driver is accountable in the first instance to the Facilities Manager, and then to the Business Manager. The Bus Driver consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



TOWNSVILLE CATHOLIC EDUCATION OFFICE T. 07 4773 0900 E. enquiries@tsv.catholic.edu.au tsv.catholic.edu.au

ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____

TOWNSVILLE CATHOLIC EDUCATION OFFICE T. 07 4773 0900 E. enquiries@tsv.catholic.edu.au tsv.catholic.edu.au