

# BUS DRIVER

## PRIMARY OBJECTIVE

1. To support the Principal and School community by providing a safe, clean and tidy bus transportation environment for the students and staff.
2. Ensure that the duties prescribed for the position are completed to a high standard as determined by the School.

## REPORTING RELATIONSHIPS

The position reports to the Assistant Business Manager (General). [ABM(G)]

## SPECIFIC ACCOUNTABILITIES – ALL DRIVERS

1. Adhere to safe work practices.
2. Comply with all relevant policies and procedures.
3. Report fit for rostered duties by managing your fatigue and zero blood alcohol content (BAC).
4. Report any WH&S incidents, vandalism, broken or damaged vehicles or equipment to the ABM(G) in a timely manner.
5. Drive the School buses on scheduled inter-campus services, excursions, sporting events and other destinations as required in schedule.
6. Conduct thorough daily Pre-Start Safety Check on the assigned vehicle.
7. Report maintenance concerns recorded on Pre-Start checks directly to the ABM(G) as per procedure.
8. Ensure logbooks are being completed.
9. At the end of student transport runs check that no students remain on the bus.
10. At the end of daily roster check vehicle for lost property and cleanliness, clean vehicle if required – ensure bus is left clean and tidy.
11. Ensure bus is maintained with adequate fuel.
12. Ensure Queensland Transport Driver's Authorisation, Drivers Licence, First Aid and Blue cards are current.
13. Any reasonable duty as directed by School.
14. Ensure inter-campus mail is collected and delivered as required, subject to driving schedule.
15. Complete assigned internal and external cleaning of vehicles as per schedule.
16. Check, wash, fuel buses before the start of each term.
17. If required co-ordinate delivery and pick up of vehicles for servicing and repairs.