

COLLEGE CHARTER BUS DRIVER

Faith Diligence Love

SUNCOAST
CHRISTIAN COLLEGE



POSITIONS VACANT

Suncoast Christian College is established as a ministry of Suncoast Christian Church, a member of International Network of Churches Australia. Situated on the beautiful Sunshine Coast, this well established Pre-prep to Year 12 co-educational, Christian College of 1070 students invites applications from suitably qualified passionate and dynamic applicants with who are supportive of the aims of Christian Education.

The College is seeking a bus driver for an am and pm school bus run. This may include additional daytime trips and evening sports but will be discussed when required. We would like the successful candidate to commence duty on 15th April 2024 with training beforehand (hours and times of training to be determined) and guided run help for the first few days.

This position would suite a charter bus driver wanting to reduce their travelling and hours away from home. There will be options for trips to Brisbane and further and also a yearly Outback trip. Professionalism and a keen eye for vehicle cleanliness is a must.

Please contact the HR Manager, Mrs Shelley Elliott, should you have any questions. She can be reached on 07 5451 3600 or selliott@suncoastcc.qld.edu.au

THE SELECTION PROCESS

Short-listing will be undertaken by members of a selection panel. All applicants will be notified of the selection panels' decisions within two weeks of applying.

Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application. A short test drive will also be required in an automatic 45 seat bus.

Applicants may be required to give examples of how they would handle case scenario situations.

All applicants will be notified of the outcome of interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.

GENERAL EMPLOYMENT CONDITIONS

Wages and conditions of employment will be in accordance with the relevant award and the Suncoast Christian College Collective Enterprise Agreement (EA).

Payments are made directly to a bank/credit union account on a fortnightly basis. The College is a smoke and alcohol free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.

Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to. The College is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy.

All new employees undergo an induction upon commencement of employment.

POSITION DESCRIPTION

POSITION TITLE	Bus Driver
EMPLOYMENT STATUS	Option of Permanent term time or casual with wage adjustment
SALARY (Motor Drivers > 25)	Calculated from <i>Suncoast Christian College Collective Enterprise Agreement</i>
DAYS & TIMES	Term Time school days am and pm run
LEAVE ENTITLEMENTS	Pro rata for hours worked or nil if casual
DEPARTMENT	Transport Department
MAIN PURPOSE OF THE JOB	To transport passengers safely by bus
POSITION IN ORGANISATION	Bus Driver (<i>refer to organisational chart</i>)
DIRECTLY RESPONSIBLE TO	Transport Manager
DIRECTLY RESPONSIBLE FOR	Not applicable

The successful applicants must hold:

- a current MR minimum Drivers Licence
- a current Driver Authorisation
- a current Blue Card (paid version)

The successful applicant will be a committed Christian and will preferably have experience as a school bus driver or charter bus driver. Duties include, but not limited to:

- Bus driving for the College and under the Goldline Bus Charters banner
- Luggage loading for camps etc
- Route preplanning
- Bus cleaning and care – Buses must be kept in clean state for school and charter work
- Assisting teachers with students
- Student care and behaviour awareness – ensuring all have a safe and pleasant journey.

KEY RESPONSIBILITIES

Consistent with the Biblical basis of the College:

- drive multi-passenger vehicles to transport people as instructed;
- transport College students to and from Suncoast Christian College on allocated bus routes at regulated stops;
- transport College students and staff to and from excursions, sporting venues and other destinations or College events as requested and authorised;
- transport students and adults as required under the banner of Goldline Bus and Charter for outside organisations;
- follow safety rules for passengers boarding and exiting the bus and to relay and enforce the legal requirement of wearing seatbelts;
- regulate heating, lighting and ventilation systems for passenger comfort;

- read maps and follow written and verbal geographic directions ensuring complete understanding of routes and venue for bus access before the day of travel;
- give assistance where required by staff on excursions, sporting venues etc. including loading and unloading of bins, supervision of students on and off the bus and any other assistance staff may require;
- refer to Transport Manager any infractions of student behaviour code which occur during transportation. Report misbehaviour of students using the appropriate form;
- carry out duties, daily checks of any allocated bus as instructed by the Transport Manager and as per the 'Bus Drivers Manual' including filling out appropriate forms;
- ensure bus is adequately fuelled and kept above half and Adblue topped up at the end of each day including the spare bus if driven;
- sweep out and clean bus of any litter at end of each day, and brush between seats and side walls weekly. Mop floors weekly and when required during spells of rain;
- wash bus minimum weekly or extra when dirty;
- to carry out a full clean, inside and out including polishing and cosmetic repairs as directed by the Transport manager, keeping the buses in a professional condition. This will occur during the school closure weeks at the end of each term at our bus workshop;
- report mechanical failures and faults promptly to the Transport Manager on appropriate 'Vehicle Defect Log' form;
- report delays, accidents, or other traffic and transport situations to the Transport Manager;
- ensure the bus is driven with due care and attention;
- check off bus roll accurately;
- keep up to date with the current Queensland Transport Road Rules and comply with traffic regulations in order to operate a vehicle in a safe and courteous manner;
- make accurate entries into Log Sheets and Time Sheets as required on a daily basis;
- carry current drivers' licence, blue card and accreditation whilst driving at all times;
- ensure accurate records including roll, log book and maintenance checklist are accessible at all times;
- maintain knowledge of first aid procedures;
- present neat and tidy appearance at all times, wearing uniform of a blue bus driver shirt, smart dress shorts or trousers and black leather shoes and maintain a positive work ethic. Blue shirt must be worn for any charter work;
- attend meetings when scheduled during College hours;
- attend professional development as requested;
- alert the Transport Manager to any enrolment, public relations, communications, procedures or professional development concerns and or suggestions for improvement; and
- develop an awareness of all College policies and procedure documents and ensure these are followed.

1. GENERIC WORK SKILLS & DISPOSITIONS:

a) Interpersonal Relationships

- Works effectively and co-operatively with other team members.
- Considers impact of own actions on other team members, students and parents.

- Is committed to behaviour that reflects the Fruits of the Spirit and in a manner that fosters a positive team approach.
- b) Professionalism**
 - Attendance at meetings.
 - Punctuality and adhering to timelines.
 - Dress standard.
 - Engagement and contribution.
 - Adherence to code of conduct.
- c) Analysis & Problem Solving**
 - Breaks information into component parts, patterns and relationships whilst maintaining a sense of big picture and purpose.
 - Seeks further information or a greater understanding of a situation.
 - Uses logical and rational judgement and criteria.
 - Approach is underpinned by Christian worldview.
 - Thinks and works ethically and wisely.
- d) Communication**
 - Confidently represents self and the College.
 - Effective in verbal, written, and electronic communication within and outside the College.
 - Adjusts style to suit the person and the scenario.
- e) Forward Thinking & Planning**
 - Anticipates tasks, situations and future events taking into account the College calendar, colleagues and others.
 - Manages time effectively.
 - Anticipates implications due to changed circumstances.
- f) Responsibility & Accountability**
 - Demonstrates initiative.
 - Responds positively to accountability and direction.
 - Is accountable for their decisions and individual outcomes.
- g) Adaptability**
 - Adopts a flexible approach to new or changing situations.
 - Is open to suggestions for doing things differently.
 - Encourages others to embrace new ways of doing things.
- h) Decisiveness**
 - Prepared to make decisions.
 - Makes timely decisions.
 - Commits to a definite course of action.
 - Decisions and actions taken are appropriate to the situation.
- i) Productivity**
 - Has processes to achieve required outcomes.
 - Maintains quality at all times.
 - Uses assigned resources to achieve desired objectives.

2. WORK HEALTH & SAFETY

- promote a positive safety culture in the College;
- support the Transport Manager in the establishment of a WHS Management System and in the carrying out of various roles and responsibilities in WHS;

- assist the integration of the WHS Management System with other management functions of the College;
- comply with the College's WHS policy, safe work procedures, instructions and rules;
- identify any unsafe behaviour, or unsafe or unhealthy conditions and report these to the Transport Manager;
- adopt risk management strategies to minimise risk of injury to people and property in the workplace;
- be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by acts or omissions at work;
- cooperate with the Transport Manager or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the College or any other person;
- attend WHS education and training opportunities, as provided and apply learning;
- report or make such recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods;
- ensure own work areas are tidy and safe including buses and workshops, tidying up as you go and also helping others tidy;
- specific WHS roles and responsibilities include:
 - perform duties in a safe and responsible manner;
 - comply with reasonable instructions from the Transport Manager to carry out a safe work procedure;
 - wear supplied personal protection equipment;
 - be familiar with the safety data sheets (SDS) for any chemicals used and abide by the directions therein, particularly for use and storage;
 - seek approval from the Transport Manager prior to the purchasing of chemicals and equipment;
 - do not bring unapproved chemicals on site; and
 - cooperate in the annual WHS auditing process.

3. OTHER TERMS & CONDITIONS OF POSITION

Confidentiality – The College's affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities and you must undertake to preserve this confidentiality at all times whether or not employed by the College.

Personal Development – You shall undertake such in-service training or other professional development seen as necessary by the College to maintain high standards and shall participate in the College's performance review program and bring to the attention of the Transport Manager any needs for personal professional development.

Inherent Requirements – You are required to acknowledge that it is an inherent requirement of the position to conform with the doctrines, tenets, beliefs or teachings of Christianity as espoused and interpreted by the College.

Working Hours – Your working hours are according to the above days and times. As there are two parts to the bus service we provide, there may be early starts or late finishes for excursions for the school or external charters, including weekend work which helps to support the maintenance costs and driver wages. We operate the charter side assisting other schools and organisations and advertising Suncoast Christian College within our local community and afar.

The terms of the **Suncoast Christian College Collective Enterprise Bargaining Agreement (EA)** apply to your employment.

The College retains the **right to re-allocate or change your duties** as the need arises.

Remember, you and the bus you drive represent the College, and ultimately God, providing to the view of non-Christians of what it means to be a Christian, displaying Faith, Diligence and Love.



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