

### Important Information:

Chevalier College is currently looking for casual bus drivers to operate a before and after school bus service to and from the College to Wilton. You will be driving a private College branded bus (12 or 25-seater).

Candidates need to be available to work the following Monday to Friday shifts:

- Mornings: 6am to 9am
- Afternoons: Monday, Wednesday and Friday – 3pm to 6pm; Tuesday and Thursday – 4pm to 7pm.

The right candidate will have:

- a safe driving record
- good customer service skills
- strong communication skills
- a willingness to learn

You will also need to hold the following licences/certifications:

- a Light Rigid (LR) Drivers Licence
- a current NSW Working with Children check for Paid Work, or a willingness to obtain one
- a current First Aid Certificate would be highly regarded.

Training and uniform will be provided to the right candidate.

### Position Description:

<b>Reports to</b>	Property Manager
<b>Expectations</b>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• promote a culture that reflects the ethos of the Missionaries of the Sacred Heart and to promote a Christian community and environment</li> <li>• promote professionalism, respect and care within our community</li> <li>• relate to students with compassion and availability, creating a sense of family which permeates their attitude as professional teachers and caring adults</li> <li>• provide the best possible outcomes for the students in their care</li> <li>• conduct themselves in accordance with the <i>Code of Conduct for Staff</i>, adhere to all college policies, the requirements of their employment contract and carry out the duties and responsibilities stated in this role description.</li> </ul>
<b>General</b>	To provide safe and timely transportation of students to and from school in the College Bus.
<b>Licences and certifications</b>	<ul style="list-style-type: none"> <li>• Current Light Rigid (LR) Licence</li> <li>• Current Working With Children Check or willingness and ability to obtain</li> <li>• Current First Aid Certificate or willingness and ability to obtain</li> </ul>
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Drive safely in accordance with all Transport for NSW Roads legislation and regulations.</li> </ul>

<b>Duties and responsibilities (cont)</b>	<ul style="list-style-type: none"> <li>• Ensure a punctual bus service is provided in accordance with the published bus timetable and drop off and pick up locations.</li> <li>• Take reasonable care to protect and ensure the health and safety of everyone on the bus.</li> <li>• Complete daily pre-start safety inspection of vehicles and ensure vehicles have adequate fuel supply for the day. Only use vehicles or equipment that are in good working order and safe and use in accordance with manufacturer instructions and safe work procedures/ instructions.</li> <li>• Maintain vehicles (interior and exterior) in a clean and tidy condition completing general check and clean before and after each bus service route.</li> <li>• Communicate professionally and appropriately with staff, students, parents and broader community.</li> <li>• Report critical incidents immediately and report behavioural incidents within 24 hours of occurrence. Complete required incident reporting forms.</li> <li>• Report unsafe working conditions, practices or defects with vehicle and associated equipment.</li> <li>• Attend and participate in required training and staff meetings.</li> <li>• Undertake other reasonable duties as may be required from time to time.</li> </ul>
<b>Work Health and Safety</b>	<p>Chevalier College is bound by the provisions of the Work Health and Safety Act 2011. The Work Health and Safety Act protects employees, other persons at work, and members of the public who enter a workplace. Achievement of WHS objectives depends on the cooperative efforts of everyone concerned.</p> <p>Staff must:</p> <ul style="list-style-type: none"> <li>• take care to protect their own health and safety, and that of their fellow workers and students at the college</li> <li>• comply with statutory requirements, college policies and procedures and all lawful instructions of managerial and supervisory staff</li> <li>• wear/use personal protective equipment (PPE) when identified by signage, work procedures/instructions (including operating manuals and product directions), or a directive from a supervisor</li> <li>• ensure that when operating plant and equipment that it is operated in accordance with the manufacturer's instructions and college safe operating procedures</li> <li>• not, under any circumstances, operate vehicles, plant or equipment while under the influence of alcohol, drugs (including prescribed or over-the-counter medications where directions state not to do so) or any other dangerous substance</li> <li>• bring any evidence of non-conformance to the attention of their direct supervisor or, if unavailable, to the attention of other managerial staff or health and safety representatives of the college.</li> </ul>

## Applications:

Please submit an expression of interest (no more than one page) outlining the experience that would make you suitable for the role, including two references to [office@chevalier.nsw.edu.au](mailto:office@chevalier.nsw.edu.au). Please direct all enquiries to Melissa McCoy on 4861 0527.