

Position Description

Position	Bus Driver - Casual
Reports to	Property Manager
Type	Casual
Classification	Bus Driver Level 2; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017 (\$32.99 per hour).
Hours of Work	As a casual driver each engagement will be for a minimum of 2 hours. Work will be scheduled during the normal span of hours (Monday to Friday 6:00am to 6:00pm).
Last updated	November 2021

The Role

As a Bus Driver with Canberra Girls Grammar School you will be responsible for the safe and reliable transportation of our students, primarily around Canberra and the surrounds with occasional interstate trips. Your availability will need to be from the end of January 2022.

Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.

- Transportation of students, staff and visitors as required
- Occasional extended trips to regional areas (Yass, Braidwood for example)
- Ensure school busses are maintained to a high level of operational effectiveness and cleanliness
- Ability to contribute to bus schedule development and optimisation
- Maintain records as required by the School including but not limited to: maintenance and service records, log books and incident reports
- Ability to work collaboratively within a team
- Other duties as required by the Principal

Essential Skills/ Experience

- Heavy Rigid (HR) licence essential
- Minimum of 2-3 years previous experience driving Coaches
- Demonstrated reliability and flexibility
- Ability to work independently, without direct supervision
- High level of customer service with ability to communicate to a wide range of individuals and groups
- High level of personal presentation
- A current First Aid Certificate would be highly regarded

Other Requirements of this Role

- Willingness to undergo a medical assessment annually to ensure fitness for duties
- Able to provide a current demerit point statement confirming your licence status
- A current Working with Vulnerable People card