



## Bus Driver Role Statement

*“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23*

All staff roles at Hope Christian College are considered to be a calling in the Christian-missional sense of the word. The Vision Statement of Hope Christian College states that it is the College’s desire to develop the whole child in a caring, nurturing environment in the knowledge of the gospel of Jesus Christ.

Bus Drivers report to the Business Manager and contribute to the operation of the College’s weekly sports program by assisting with the safe and efficient movement of students, primarily to and from College on a typical school day and occasionally for special events, activities or excursions.

### Personal qualities and characteristics

A staff member at Hope Christian College will have the following personal qualities:

- sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- desire to encourage and develop talent, teamwork and maturity in students
- ability to interact with staff, students and service providers in a manner that upholds the Christian values and professional reputation of the College
- able to work with a minimum of supervision
- maintain confidentiality where required
- flexibility and resilience
- servant-heartedness
- authenticity and honesty in all relationships.

### Professional skills and abilities

- Qualifications and/or experience relevant to the role
- good communication skills, both written and verbal
- computer and mobile phone literacy
- ability to maintain order and encourage cooperation during student bus runs
- negotiation and conflict resolution skills
- punctuality and good organization
- ability to demonstrate and model both Christ-like behaviour at all times.

### Bus Driver position duties and responsibilities

#### **Basic duties**

- Driving bus for daily bus runs: two hours in the morning and two hours in the afternoon
- Driving bus for occasional excursions and activities or other additional work (as required, paid at casual rate)
- Daily bus safety check
- Daily bus administration tasks such as completing rolls, changing SD cards, etc.
- General bus administration tasks such as contacting parents to advise of changes, managing students who do not present to the bus, etc.
- Managing appearance and cleanliness of bus
- Adherence to bus timetable schedules and waiting times as much as is possible
- Basic maintenance to ensure the bus is functioning in a safe and satisfactory condition as per the *Bus Drivers Manual*
- Respectfully ensure that students follow bus rules concerning safety, and reporting to appropriate staff when there are issues that are more serious or unable to be rectified
- Adherence to all road rules at all times, with professional driving standards
- Represent the College in the best light and demonstrate the Christian core values through polite and caring service, language and behaviour
- Strive for excellence and efficient work practices

- Other supervisory and instructional duties as negotiated and delegated by the College Leadership.

**Essential criteria**

- Working with Children Check (WWCC)
- Responding to Abuse and Neglect (Mandatory Notification) Certificate
- First Aid Certificate
- Heavy Vehicle Licence (LR minimum)
- Passenger Vehicle Driver Accreditation (LP)

**Tenure:** Ongoing

**Hours:** 20 hours per week during school terms (40 weeks + 4 weeks Annual Leave not to be taken during school terms = 44 weeks) + potential for some casual hours as required

**Remuneration:** Dependent on Bus Driver level of responsibility

**Declaration**

I have read and understood this Role Statement, the *HCC College Purpose and Vision* (Statement of Faith), the *College Driver Core Values* and the *HCC Staff Code of Conduct* and I sign as evidence that I agree to abide by these documents.

Employee name .....

Employee signature ..... Date ...../...../.....

Principal signature ..... Date ...../...../.....