

POSITION DESCRIPTION

BUS DRIVER



This document is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire's Values form part of your success.

Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- Cire **Early Learning** supports children's services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

Our Values



OVERVIEW

Title	Bus Driver
Business Unit	Corporate
Department	Finance
Reports To	Facilities Manager
Primary Location	Yarra Junction
FTE	Casual
Award and Classification	Passenger Vehicle Transportation Award 2010
Date Prepared	December 2021

POSITION PURPOSE

Bus Drivers safely and reliably transports students and children to and from school, to various excursions, activities and camps throughout the year. Our Bus Drivers primarily support the Community School, Family and Children's Services, Community Hubs and Education and Training.

PARAMETERS

Direct Reports	0
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Key Internal Stakeholders	Teachers, Wellbeing staff, Learning Support Officers, Campus Principals, Educators, Senior Manager – People and Quality, Executive Leadership Team
Key External Stakeholders	Families, children, students, relevant school teachers and Principals, service providers
Key Challenges	<ol style="list-style-type: none">1. Flexibility with regard to work hours, being prepared to work early morning, during the day and/or late afternoon.2. A good sense of direction, driving within the Yarra Ranges, surrounding areas and beyond.3. Sit for extended periods (while driving a bus).4. Apply physical pressure on an industrial type accelerator for extended periods (while driving a bus).5. Remain calm in heavy traffic conditions or if challenged by the personalities, views and opinions of others.

QUALIFICATIONS AND CERTIFICATIONS

- Full Australian drivers licence, essential
- Medium Rigid (MR), Heavy Rigid (HR) or Heavy Combination (HC) license, desirable
- Driver Accreditation allowing you to drive passenger vehicles, essential
- Prior experience in driving a bus is highly regarded
- Current Working with Children Check
- Clear Police Check
- Right to work in Australia

KNOWLEDGE AND EXPERIENCE

- Previous bus driving experience with children and youth, strongly preferred
- Previous experience working in the education sector, strongly preferred
- Working collaboratively in a team environment
- Experience working within a school, training and children's services community
- Experience working to structured timelines
- Good understanding of Victorian Road Laws

CAPABILITIES

- Maintain confidentiality and privacy of students and others
- Able to work within the structure of driving rosters
- Remain calm under pressure
- Able to deal with student behaviours effectively
- Excellent time management
- Able to build relationships with schools for drop off and pick ups, and with the children, Educators and teaching staff
- Able to positively represent the Cire brand
- Demonstrated respect for Cire property, including the buses
- Excellent customer service skills

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- Excellent organisation skills
- Attention to detail and accuracy in record keeping
- Able to utilise a smart phone and basic PC skills

YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Driving	<ul style="list-style-type: none"> • Adherence with driving rosters • High level confidentiality regarding sensitive student information, including home and contact numbers • Maintain compliance with Bus Safety Legislation • Monitor passenger behaviour during transport to ensure the safety and comfort of all passengers • Provide a high-level of customer service at all times • Monitor passenger behaviour during transport to ensure the safety and comfort of all passengers • Comply to all Victorian Road Laws • Compliance with driving rosters, pick up and drop off requirements; • Provide a commitment to continuous improvement by ensuring corrective actions are followed for all non-conformances. 	<ul style="list-style-type: none"> • Monitor passenger behaviour during transport to ensure the safety and comfort of all passengers • Confidentiality is maintained at all times • Minimal incidents and/or complaints on bus runs • Any incidents and/or complaints are reported in a timely manner • Road laws are adhered to, with clean driving record maintained.
Vehicle Maintenance	<ul style="list-style-type: none"> • Ensure Cire vehicles are maintained to a high standard each trip • Ensure your driver qualifications remain current and in line with legal/accreditation requirements • Follow all Maintenance Management System (MMS) and Management Information Systems (MIS) • Report all defects, incidents and accidents within required timeframes via Fleetio • Ensure daily routine bus maintenance requirements are completed via Fleetio • Vehicle are washed (externally) weekly • Cleaned and tidy vehicles on a daily basis 	<ul style="list-style-type: none"> • Pre-trip inspections are carried out and recorded prior to each trip • Vehicles are clean and tidy at all times, ensuring a high standard of vehicle presentation • Issues and defects are reported through Fleetio immediately or within 24 hours at the latest • Driver licences and accreditation is maintained • Positive feedback from stakeholders
Administration	<ul style="list-style-type: none"> • Ensure all online records required are completed, including pre and post 	<ul style="list-style-type: none"> • Timelines are met

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
	<ul style="list-style-type: none"> inspection reports, receipts, journals, odometer readings Ensure all paperwork is completed and delivered to the Safety Manager, including, incident and accident reports Report any passenger conduct issues immediately to the Safety Manager 	<ul style="list-style-type: none"> All required reporting timeframes are met Passenger conduct issues are immediately reported Participation in correction actions plans
Team Work	<ul style="list-style-type: none"> Active participation in training and development opportunities Working with key stakeholders and staff to achieve result Demonstrated respect and quality to all stakeholders to promote positive morale and engagement 	<ul style="list-style-type: none"> Attend and actively participated in tool box meetings, training and discussions Positive feedback from the employee group and stakeholders Staff and students are engaged and willing to support drivers
Values	<ul style="list-style-type: none"> Demonstrate and work with: Integrity; Respect; and Quality 	<ul style="list-style-type: none"> We do what we say, and we stay true to our values and commitments We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise We focus on providing high quality services across all aspects of our organisation
OH&S	<ul style="list-style-type: none"> Understand WorkSafe requirements and act responsibility Comply with OH&S standards and responsibilities Report hazards and incidents immediately or within 24 hours at the latest Regularly check the workplace for safety Ensure other employees are operating safely, and address unsafe practices. Ensure alcohol or drugs are not present in your blood or breath immediately before or while driving a Cire Bus. 	<ul style="list-style-type: none"> Workplace incidents and hazards are addressed within the required timeframes. You operate safely at all times. Immediately report any issues relating to health which may affect your ability to drive
Ad hoc	<ul style="list-style-type: none"> Other duties and projects as reasonably directed from time to time 	<ul style="list-style-type: none"> Demonstrated flexibility and adaptability to ad hoc requirements

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I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

Employee name

Employee signature

Date: