



POSITION DESCRIPTION

Title:	Boarding House Bus Driver (part-time, term time)
Reports to:	Director of Boarding
Direct reports to this role:	NA
Internal Liaisons:	Boarding House Deputy – Operations, Boarding House Staff, Boarding House Students
External Liaisons:	PLC parents

Purpose

The Boarding House Bus Driver is responsible for the safe and timely transportation of all students and staff to and from school events.

The Boarding House Bus Driver must be available during School terms (and fringe days), at weekends and regularly rostered on weekday evenings to meet the requirements of this role. This position will work Tuesday, Wednesday and Friday evenings and on Saturdays and Sundays. Some flexibility will be required to support students around boarders long weekends and school term start and end days. Generally, other than supporting student arrival and departures this is a school term time-only position.

PLC Statement of Purpose

Presbyterian Ladies' College is a Uniting Church School committed to educational excellence that gives girls confidence to lead purposeful lives and make an active contribution towards the common good.



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Service and Values

- All responsibilities and activities are to be carried out in accordance with PLC's ethos, values, and standards of behaviour as set down by the school and as amended from time to time.
- It is expected that individuals will demonstrate and promote service excellence and support the school in its objectives at all times.
- Participate in professional development activities conducted by PLC as required or directed.

Child Safety Commitment

All students who attend PLC have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Staff Obligation to Child Safety

All staff at PLC take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.



Key Responsibilities

Bus Driving

- Collect and deliver all authorised passengers safely to the required destinations along the agreed routes and discharge points.
- Ability to confidently operate the buses in the PLC bus fleet in accordance with all Western Australian traffic regulations and laws.
- Report any observations of inappropriate student behaviour to the Director of Boarding.
- Assist with maintaining order amongst the students whilst on the bus.
- Undertake first aid treatment, where appropriate.
- Assist with cleaning of the bus after each use.
- Ensure that the relevant bus drivers' license is held and current at all times.
- Any other duties as required by the Director of Boarding and/or the Boarding House Deputy – Operations.

Administration

- Support and uphold the aims and policies of PLC by leading by example and showing a genuine interest in its activities.
- Keep accurate records concerning journeys undertaken, bus maintenance and necessary repairs.
- Check buses before use for any visible defects.
- Detect and report any general mechanical failures and/or repairs and safety incidents in line with college requirements.
- Attend all staff meetings, as required.



Working Relationships

- Liaise with Boarding House staff regarding usage of the bus and bus trips.
- Encourage appropriate behaviour in the students at all times.
- Develop and maintain excellent relationships with all students, their parents and staff.
- Make a valuable contribution to the Boarding House team.

Health and Safety

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students;
- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and handbooks, as updated from time to time;
- Report all hazards and incidents that the individual is a party to, or observes, in the correct manner; and
- When required or directed by PLC, participate in any health and safety training.

Knowledge, Skills, Experience and Attributes

- Demonstrates a passion and commitment to the vision and values of PLC;
- Current Working with Children Check and Police Clearance **mandatory**;
- Bus Driver's License;
- Excellent interpersonal and communication skills and proven ability to liaise effectively with different stakeholders;
- Demonstrated ability to work both independently and as part of a team in a flexible manner.



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- Ability to proactively identify solutions to potential and actual problems, always striving for continuous improvement;
- Ability to multi-task, organise work and meet deadlines;
- Is enthusiastic and helpful with a customer-focused manner and attitude;
- Possess a positive attitude and strong work ethic, is reliable and punctual;
- Sound working knowledge of relevant policies and procedures; and
- Exercises ownership and concern for the quality of own work reflected in quality of work and attention to detail.
- First Aid Certificate (desirable).