



POSITION DETAILS

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 2

JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Bus Driver position is based at Sunrise Christian School Naracoorte and is accountable to the Principal.

POSITION OVERVIEW

Position Summary	The Bus Driver is responsible for providing safe and reliable transport to students of Sunrise Christian School. The Bus Driver will be responsible for transporting students from home to School and other activities such as excursions, and camps as required.
Reporting / Working Relationships	<ul style="list-style-type: none">• The Bus Driver is accountable to the Principal or delegate.• The Bus Driver will maintain and foster positive and respectful relationships with all students, staff, families and the wider community.
Special Conditions	<ul style="list-style-type: none">• Some out of hours work may be required• Drivers licence and own vehicle required



KEY RESPONSIBILITIES

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Tasks	<p>The Bus Driver will have responsibility for the delivery of the following key tasks:</p> <ul style="list-style-type: none">• Maintain schedules and pick up / drop off students as per the set schedule.• Ensure students are aware of rules and responsibilities as passengers.• Operate the school bus in a safe and efficient manner according to all relevant legislation, policies, and procedures.• Perform daily and annual safety and maintenance checks on the bus and clean the bus as scheduled and/or required.• Ensure the bus is safely and securely stored.• Advise the Principal of any requirements for maintenance, servicing or repairs.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Qualifications	<p>The Bus Driver must hold and maintain:</p> <ul style="list-style-type: none">• A current Driver's License, appropriate to the vehicle they are driving (Light or Medium Rigid).• Current Bus Driver Accreditation in accordance with SA State Government regulations as released by the Department for Infrastructure and Transport.
Compliance	<p>The following mandatory training and certifications are required:</p>



	<ul style="list-style-type: none">• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.• Proof of completion of Responding to Risks of Harm, Abuse & Neglect will be required at commencement of employment.• Sexual Harassment Awareness Training• Protective Practices Training• First Aid and CPR
Experience	<ul style="list-style-type: none">• Prior experience is not required but is highly desirable.
Knowledge	<ul style="list-style-type: none">• A strong working knowledge of all current traffic laws.• Bus maintenance knowledge.• A comprehensive understanding of WHS and duty of care requirements, pertaining to the role.
Skills & Abilities	<p>The Bus Driver will:</p> <ul style="list-style-type: none">• Possess strong communication and interpersonal skills as well as effective listening skills.• Be committed to providing an excellent transport service for students.• Demonstrate excellent literacy skills to read and record pickups and maintain daily records.• Have a proactive approach to analysing issues and problem solving.• Operate the school bus in a safe, responsible and punctual manner.• Demonstrate the ability to follow direction, prioritise and meet set deadlines.• Exercise a duty of care to the students, families and school community and comply with WHS requirements.• Participate and work cooperatively in a team environment.• Demonstrate adaptability and flexibility.



Personal Attributes	<ul style="list-style-type: none">• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.• An established faith and active involvement in a local church.• A proven lifestyle founded on Biblical Christian principles.• A life that demonstrates the indwelling of the Holy Spirit.• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.
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DESIRABLE CHARACTERISTICS

Experience	<ul style="list-style-type: none">• Prior experience operating a school bus is highly desirable.• Prior experience working with school aged children is highly desirable.
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The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: _____
Principal Sunrise Christian School

Date _____

Accepted by: _____
Applicant

Date _____