

# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Co-curricular Bus Driver

**Reports to:** Head of Sport (K-12)

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## POSITION SUMMARY

The Co-curricular Bus Driver is a casual position, responsible for safely driving students to and from Co-curricular activities off-site, to and from Pymble Ladies' College.

## ROLE RESPONSIBILITIES

### 1. Bus Driving

- 1.1 Drive student athletes safely to and from co-curricular activity locations when required.
- 1.2 Comply with the College's policies and procedures including transporting students guidelines, term and conditions, reportable safety checklists including pre-drive safety check. Ensure all buses are clean and report any damage or repairs required to the facilities department.
- 1.3 Ensure all buses are returned with a full tank of fuel.
- 1.4 Hold a NSW Light Rigid driver's license (LR) and a current Working with Children Check.
- 1.5 Report any behaviour issues with students to the respective Sports Co-ordinator or Head of Sport.
- 1.6 Keep accurate rolls of students.
- 1.7 Ensure the safety of all passengers at all times.
- 1.8 Promptly arrive to the College when required and prepare the bus for departure.

### 2. Communication

- 2.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

### **3. Risk and Compliance**

- 3.1 Report directly to the Principal on any matters relating to child protection.
- 3.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

### **4. Professional Learning**

- 4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

### **5. Other duties may be required from time to time.**

## **PERSONAL CAPABILITIES**

- Hold a full and clean Light Rigid License.
- Safe driving history.
- Strong organizational and route planning skills.
- Willingness to support the ethos and values of the College.
- Demonstrated ability to communicate effectively with and encourage young people.