

# Bus Driver (Part time, term time only)

## Position Description

### Fahan School Background

Founded in 1935, Fahan School is an independent, non-denominational, values-based school for girls from Kindergarten to Year 12. Located on a single, spacious campus in Sandy Bay, just minutes from central Hobart, Fahan is known for academic strength, strong values, and a personalised approach to education.

Intentionally small, Fahan offers a connected and collaborative environment where students and staff share a strong sense of community. Every student is known, and every staff member plays a part in helping each girl develop the knowledge, skills and confidence to thrive—at school and beyond.

Fahan combines a rigorous academic program with a broad co-curricular offering across sport, the arts, leadership, and service. Student wellbeing is embedded in all aspects of school life, ensuring each girl is supported to achieve and to lead with integrity and resilience.

The School's motto, Light Come Visit Me, reflects our commitment to spark curiosity, foster character and guide each student towards her own version of success.

### Philosophy

Fahan School is dedicated to excellence in education for girls and the realisation of each student's potential, providing a balanced curriculum encompassing academic, cultural, physical and practical areas of learning.

**Our Vision:** To enlighten, inspire and ignite young minds and hearts.

**Our Mission:** To create a community in which all people flourish. To instil a deep love of learning and the development of right principles that empower each Fahan girl to step confidently into her future.

**Our Values:** Our values represent the deepest beliefs and sentiments to which we can aspire, and they shape our School Community.

#### Learning

*We foster a culture of inquiry for knowledge and truth.*

The pursuit of these is fuelled by curiosity, creativity, and a strong desire for achieving personal excellence. We encourage initiative and innovation, independence and flexibility.

#### Spirit

*We honour our founders by living the true spirit of Fahan.*

Our spirit is defined by courage, integrity and honesty. We are proud of who we are and celebrate our individuality.

#### Community

*Care, connection and belonging empowers every individual to flourish at Fahan School.*

Kindness, gratitude and respect are found in all our words and deeds. We take a genuine interest in the wellbeing of others and we celebrate difference and diversity.

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The Bus Driver is responsible for safely operating the School bus according to a set daily schedule and School excursions as required. The Bus Driver must pick up and drop off students as per the schedule, maintain order and security on the bus, ensure that the School bus is in good operating condition at all times and obey all laws, regulations and rules of conduct.

### Reports

Manager:	Director, Business and Risk
Internal Liaisons:	Administrative Staff, Teaching Staff, Students and other Bus Drivers
External Liaisons:	Parents, Students, Service Providers

### Primary Responsibilities

1. Operate the School bus in a safe and effective manner in order to minimise the risk of injury, property damage or loss of life and according to all relevant legislation, policies and procedures.
  - Ensure that bus users are safely seated, wearing seat belts adjusted to suit each passenger, and baggage is securely stored whilst the bus is in motion at all times.
  - Perform and record daily safety and maintenance checks.
  - Ensure any health, safety or behavioural issues are immediately reported to the School Office or supervisor
  - Clean the bus as scheduled and/or required.
  - Ensure the bus is safely and securely stored.
2. Effectively use the School's Bus Management system and complete all associated bus processes and procedures.
  - Maintain professional boundaries and order on the School bus at all times.
  - Pick up and deliver students as per a set schedule.
  - Ensure students are aware of rules and responsibilities as passengers.

### Secondary responsibilities:

1. Perform other related duties.
  - Ensure all documentation, including those documents required by the School and those required in accordance with the Transport Operator Accreditation Scheme Manual, is maintained and provided as required.
  - Treat all passengers, staff and members of the community courteously and professionally.
  - Check the Bus Bookings Diary daily and promptly action tasks.
  - Ensure that no unauthorised passengers are carried in the vehicle.
  - Work through problems and issues associated with driving passengers on the bus.
  - Provide advice to the Director, Business and Risk or delegate on possible operational changes and/or initiatives for the School buses.
  - Attend meetings and relevant job training as required.
  - Conduct other such duties as may be required from time to time by the Director, Business and Risk.

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### 2. Contribute to vehicle maintenance requirements.

- Ensure compliance with the requirements of the Transport Operator Accreditation Scheme Manual in relation to bus maintenance.
- Arrange for the bus to be inspected as required for compliance and regulation.
- Perform minor maintenance duties.
- Ensure that bus is kept clean and tidy.
- Advise the Supervisor of any requirements for maintenance or repairs.
- Complete all necessary documentation.
- Ensure that all relevant standards and regulations are being met.
- Contribute to vehicle maintenance requirements.
- Consult with the School's mechanical service providers to ensure problems are identified early and appropriately.
- Perform support duties consistent with the skills and experience of the driver as required, such as School errands, deliveries, pickups, restocking of School supplies and consumables, supervision of the School traffic areas, and assistance at School events and excursions.

### Selection Criteria

1. Relevant bus driving experience and basic mechanical knowledge.
2. Experience in a relevant people services industry and with a demonstrated capacity to provide excellent customer service.
3. High level fluency in the English language and a high level of interpersonal communication skills and ability to communicate with a wide range of people: staff, parents, and students including the capacity to relate to children aged 4 to 18 years.
4. Demonstrated knowledge of WHS issues and ensuring safe operation of the School bus at all times.
5. Ability to encourage teamwork and be part of a committed team.
6. Ability to establish and maintain priorities in an environment that needs to be flexible and apply good organisation skills.
7. Be able to provide and hold the essential requirements noted below.

### Essential Requirements:

- Hold a valid Working with Vulnerable Persons Registration in Tasmania
- Light Rigid Drivers Licence
- Ancillary Certificate to Drive a Public Passenger Vehicle
- Provide a National Police Check and evidence of a history of safe driving practice.
- Satisfy a medical clearance to perform the duties.
- Provide three referees.
- Permanent residency or equivalent work visa.

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### Desirable Requirements:

- First Aid Certificate.

### Remuneration

In accordance with the Fahan School (General Staff) Enterprise Agreement 2021.

### Work Health and Safety

Comply with the requirements of all applicable Work Health and Safety legislation and Fahan School Work Health and Safety policies and procedures.

### Code of Conduct

- Abide by Fahan School's [Employee Code of Conduct](#) in the performance of all duties.
- Maintain high standards of personal and professional conduct.
- Exercise discretion and maintain the confidence of the Fahan School Community concerning the activities of the School.

### Child Safety

The level of contact with children in this role is high and there must be adherence and a strong commitment to Fahan School's [Child Safe Program and Policies](#) . Child Safe Policy. Our Child Safe Policies demonstrate the School's strong commitment to the Child and Youth Safe Standards, the National Principles for Child Safe Organisations (National Principles) and child safety, and provides an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.