



## **Casual Bus Driver**

Trinity College is currently looking to fill a casual Bus Driver position. This position is responsible for conducting relief for before and after school bus run. Hours of work are 06:30 – 08:30 and 14:30 – 16:30

### **Mandatory Requirements for this role:**

- C Class Driver's Licence (LR an advantage)
- Driver Authorisation (Required by Qld Transport)
- Medical Clearance (Required by Qld Transport)
- Complete the Bus Driver Training provided by Trinity College
- Agree to the Statement of Faith & Staff Code of Conduct
- Minister's Reference

### **Main functions of the Bus Driver position:**

- Bus Driving for College bus runs and excursions including:
- Before and After School Runs
- Completion of records for each trip
- Provision of excellent customer service to all members of the School community including students, parents and other members of staff
- Well presented for each bus trip
- Cleaning and maintenance of College buses including wheels and bullbars
- Any other duties as directed by the Principal or Principal's representative within the scope of this role
- Confidentiality and Discretion with student information

## **Other duties include but are not limited to:**

- Responding to breakdowns and crises within area of responsibility
- Updating of skills and abilities through approved personal and professional development relating to this position
- Maintaining knowledge of, and compliance with, all relevant Legislation, Regulatory requirements, Professional Standards and Guidelines (within scope of work role) and with the organisational goals and objectives, policies, procedures and practices of the School
- Communicate/liaise effectively with both internal and external stakeholders to ensure the efficient and effective provision of services
- Actively participate in promoting a safe work environment and adhere to Workplace Health and Safety Regulations
- Maintenance of confidentiality of information regarding students, parents, Board, Management and Staff issues
- Participation in performance appraisal, including self-appraisal of job performance

## **Additional Requirements:**

Committed Christian, active in your church and can subscribe to the College's Statement of Faith found on our website: [Confession of Faith](#)

## **How to Apply:**

If you would like to be a part of a wonderful community-filled school, please email the Executive Assistant to request an employment application:

[jennib@trinitygladstone.qld.edu.au](mailto:jennib@trinitygladstone.qld.edu.au)