

Bus Fleet Officer

Maintenance & Logistics

Minimum 25 hours per week . Salary: Minimum \$49K.
This role may be combined with a bus driving role for additional hours.

Trinity College Gladstone is a growing, independent, co-educational Christian College providing a seamless educational program from Kindergarten to Year 12. The staff are a team of wonderfully committed Christian people working for one purpose - to deliver quality Christian education.

Trinity College has an exceptional Bus Fleet team and as our scheduled bus run service has grown, our team requires the support of a collaborative, mechanically minded individual to assist in minor repairs and facilitation of the afternoon bus runs. This is a new role to complement the current Bus Manager and will be a minimum of twenty-five (25) hours per week with standard hours of 12.00pm – 5pm. With the ebbs and flows of the school year, additional hours will be required at term commencements and further additional hours will be available during term if available for bus driving.

Your primary responsibility will be for the bus maintenance and facilitation of the afternoon bus runs, and the shared responsibility for parent liaison, management of our Rollcall system, procedure refinement and incorporate the below duties.

REGULAR DUTIES

- Communicate with bus drivers
- Schedule buses for excursions
- Organise maintenance
- Perform minor maintenance works
- Regular review of policies and procedures
- Ensure continued compliance with operator accreditation

COLLABORATIVE DUTIES

- Preparing bus run schedules
- Communicate with parents and students
- Communicate with bus drivers
- Schedule buses for excursions
- Organise maintenance
- Deliver driver training
- Regular review of policies and procedures
- Ensure continued compliance with operator accreditation

PERSONAL ATTRIBUTES

- Attention to detail
- Co-ordinate and lead a team
- Good time management and prioritisation skills
- Problem solving skills
- Excellent oral and written communication skills
- Intermediate computer skills
- Willingness to contribute
- Committed christian

This position reports to the Bus Manager and the successful applicant will required to obtain a blue card.

If you're the person for this role, please forward a copy of your resume to Admin@trinitygladstone.qld.edu.au and request an employment application form.