Bus Attendant

STATEMENT OF DUTIES SEPTEMBER 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Service
Section/Unit/School	Student Support
Supervisor	Transport Liaison Officer
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 2
Employment Conditions	Permanent/Fixed-term, Part-time Up to 73.5 hours per fortnight, 40 weeks per year. The occupants of these positions are considered school support staff and work for the duration of school terms only. Bus Attendants are covered by prescribed award arrangements and all provisions including TOIL prevail.
Location	Statewide

Primary Purpose

Travel with students on school buses and provide supervision and support for students with disabilities whilst they commute to and from school. Generally, this will be via services aligned with the Transport Assistance Program for Students with Disability, however variations to this may occur.

Level of Responsibility/Direction and Supervision

Responsible for ensuring the safety and wellbeing of students with disability whilst they travel to and from school on the allocated bus service. Direction and instructions are received from the Transport Liaison Officer in relation to the standards of practice of the role.

The incumbent is expected to exercise some independent judgement in day-to-day situations and have responsibility for maintaining established procedures.

Students with disability travelling on the services may have diverse needs, as a result there is a requirement to support their regulation, specialised seating and medical action plans. Students supported during transit will include children and young people with a range of disabilities, including cognitive disability, autism spectrum disorder and physical access needs.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio’s which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Supervise and support the regulation of students with disability during transit, effectively dealing with challenging behaviours and ensuring safety and compliance with regulations (e.g. seat belts).
2. Work collaboratively with the bus driver, to ensure the safety and wellbeing of all students with disability on the bus, this includes ensuring the proper use of specialised transport equipment.
3. Independently monitor students to identify early signs of declining health and where necessary administer first aid, escalating concerns to the Bus Driver and contacting emergency services when appropriate.
4. Support and assist students with disability to get on/off the vehicle safely, ensuring they are received by an appropriate guardian where necessary.
5. Inform the Transport Liaison Officer in the event of behaviours and/or incidents which have or may involve risk to students with disability, and where appropriate document such.

6. In alignment with other DECYP policies and procedures, convey messages relevant to the transportation of students with disability via the school's agreed communication system between parents, carers, guardians and school staff, this may include the medication required in First Aid and/or medical action plans for students, as well as any other requirements which ensure the safety and well-being of students.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Proven communication and interpersonal skills with adults and students with disability, together with the capacity to support co-regulation and self-regulation of behaviour.
2. An understanding of how to work effectively with students who have disability, with the capacity to assist students who use mobility aids when required.
3. Proven capacity to work as part of a team and contribute to the effective operations of a service.
4. Demonstrated willingness to learn, use initiative and self-motivation, including the capacity to effectively liaise with others and convey information.
5. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential	• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable	• First Aid Certificate

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at http://www.dpac.tas.gov.au/divisions/ssmo together with Employment Direction No. 2 *State Service Principles.* All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at Department for Education, Children And Young People: Information technology policies

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania

is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – September 2024

Request:

Date Duties and Selection Criteria Last Reviewed: 09/24 SW, FN: 10/26 NA