# Bus Driver

## STATEMENT OF DUTIES MAY 2021

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|---|---|
| Number | Generic |
| Portfolio | Schools and Early Years |
| Branch | Specified Learning Services |
| Section/Unit/School | Specified School or College |
| Supervisor | Principal |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream Band 1 |
| Employment Conditions | Permanent/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight, up to 40 weeks per year The occupant works only for the duration of school terms, consequently, leave and other benefits are paid on a pro rata basis |
| Location | Statewide |

## Primary Purpose

Undertake a range of functions associated with the maintenance and operation of the School Bus fleet.

## Level of Responsibility/Direction and Supervision

Responsible for ensuring the maintenance of the school bus fleet in a safe and roadworthy condition. The occupant is responsible for operating a Contracted Bus service for students to and from school and for the safety, behaviour and comfort of students whilst travelling to and from school on the bus.

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. Liaise with Physio Therapist, Occupational Therapist and Physical Impairment Coordinator to ensure safe and appropriate seating and positioning for all passengers.
2. Undertake driving duties and regulate vehicle systems to ensure the comfort and safety of passengers; ensure appropriate safety restraints are in place for each passenger.
3. Responsible for safe operation of hydraulic Hoist, securing wheelchairs, equipment and appropriate Manual handling process for self and passengers.
4. Undertake the routine inspection of, and report on, the condition of the School Bus fleet and ensure all vehicles, are maintained in a roadworthy condition in line with the requirements of the Transport Operator Accreditation Scheme as operated through the Department of Infrastructure, Energy and Resources.
5. Support and assist students with disabilities on and off bus and during excursion as required.
6. Update and maintain vehicle log books, enter data for monthly report, arrange for the service, repair and maintenance and registration of vehicles as required for Passenger Transport Accreditation.
7. Undertake cleaning duties and safety equipment checks and ensure all fleet vehicles are maintained in a safe and hygienic condition.
8. Supervise and control student behaviour on the bus and report to Supervisor any misconduct of students, complaints, hazards, potential threats or other incidents that may endanger students.
9. Undertake other School maintenance duties associated with the upkeep of school equipment and minor site maintenance as assigned.
10. 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.

11. 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. Demonstrated ability and experience in the operation of the type and size of vehicles(s) assigned including a proven knowledge of safe driving practices and state traffic laws and regulations.
2. Demonstrated knowledge of, and experience in, basic vehicle maintenance and safety procedures including experience in the physical and operational duties associated with cleaning.
3. Proven communication and interpersonal skills with adults and students with disabilities and to manage and co-ordinate large and small groups of passengers.
4. Demonstrated sound computing skills including the ability to document information and prepare associated reports.
5. Proven personal skills of initiative, flexibility and self-motivation.
6. 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)
- A current medium rigid (MR) motor vehicle drivers licence and the appropriate ancillary certificate (ancillary for coach).

**Desirable**

- A current St John Ambulance First Aid certificate, or equivalent.

## 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:** 973874 – Assistant Director Strategic Recruitment and Payroll Operations – DATE
Request: 7021115
Date Duties and Selection Criteria Last Reviewed: insert month/year and initial e.g. 05/17 PMG