



Casual Bus Driver positions

Thank you for your interest in applying for the Casual Bus Driver Position at Samford Valley Steiner School. This is a casual position to go on a driver list with rosters announced when need arises to drive the school's 32-seater bus for excursions and our extensive outdoor education program. Shifts will be planned for each term to provide as much advance notice as possible, but some shifts may also become available at short notice when other rostered drivers are unable to attend.

The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Selection Criteria
3. Role Description

Please read these documents carefully before seeking further information.

Yours sincerely,
Stewart Kirk
Facilities Manager

INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position of Casual Bus driver. The aim of this *Information for Applicants Package* is to help you understand the selection process so that you can present your best case for appointment. The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*.

Role Description

The *Role Description* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

Hourly rate of \$35 approx. for minimum 2-hour shifts.

Hours of Duty

Mostly weekdays but some weekend shifts. Possible early starts and finish for longer camp drop offs and pick-ups.

Contract Duration

Successful candidates will form part of a list of Casual drivers who are offered shifts as needed.



How to Apply

Selection Process

1. Your application should include:
 - a. A brief summary of your career, outlining relevant positions you have held and major responsibilities.
 - b. Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.
 - c. The names, positions and telephone contact numbers for two referees who can comment on your suitability for the position.
 - d. Your application should be emailed to sellis@samfordsteiner.qld.edu.au and marked *Confidential – Casual Bus Driver*

2. All applications received will be acknowledged. Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview and a practical test. All applicants will be notified of their outcome.

Closing Date

Applications will remain open until a list of adequate number of casual drivers is secured. Interviews and practical test will be conducted on an ongoing basis to keep the roster pool resourced.

Contacts for Further Information

If you require further information after reading this information package, please contact Stewart Kirk, Facilities Manager on svsfacilities@samfordsteiner.qld.edu.au



SELECTION CRITERIA

Position title: Casual Bus Driver

Essential Qualifications and Legal Requirements

1. Full work rights in Australia.
2. Current LR Driver License and Logbook or Record of Driving experience.
2. Previous school bus driving experience is desirable
3. Blue Card
4. First-Aid / CPR Certificate or ability to obtain this once selected.

Selection Criteria

1. Bus driving training and experience, including towing trailers.
2. Ability to work safely around children and staff
3. Sound knowledge of road rules and navigation
4. Punctual and meticulous with record-keeping.
5. Ability to work to a schedule and flexibility when required for the safety of a program.
6. Comfortable following instructions.
7. Comfortable working in a team or independently as needed.



ROLE DESCRIPTION

POSITION DETAILS	
Position Title	Casual Bus Driver
Area	Whole School
Position Reports to	Facilities Manager
Role Location	Brisbane (Samford)
Key Role Relationships	Facilities Manager, Economic Development Manager, School Director & Faculty Directors, Teachers, Students

ROLE CONTEXT
<p>The Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past four years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, double streaming in primary school. Non-teaching roles within the school exist primarily to support the teachers to do their work in delivering the uncompromised Steiner education to students and to help facilitate the school's growth over time.</p>
ROLE PURPOSE
<p>The primary role of the Casual Bus Driver is to transport students to & from camps and excursions in our 32-seat bus. Duties will also involve refuelling for the bus after shifts and upkeep of logbook records.</p>

KEY ACCOUNTABILITIES
<p>Bus Driving Driver the school bus or support vehicle to transport students and staff to and from camps and excursions in our 32-seater bus or 4WD vehicle. Some trips will involve towing trailers for luggage or boats. Completing logbook entries and ensuring safe storage of keys and documents is part of the duties. Refuelling after trips as per instruction.</p> <p>WHS Assist the Facilities Manager and Compliance Officer in WHS initiatives across the school, which proactively identify and mitigate risks, to increase both safety awareness and safety practices and to maintain and improve safety outcomes. This includes raising the awareness in the workplace of WHS policies to reduce the number of incidents and injuries.</p> <p>Safety and Compliance Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role.</p>



This role is employed on a Casual basis and paid by submission of timesheets		
Approval:	Casual Bus Driver	Economic Development Manager
	Name: _____	Name: _____
	Signature: _____	Signature: _____
	Date: _____	Date: _____
Received By HR/ Admin:	Signature: _____ Date: _____	