Samford Valley Steiner School

Role Description – Casual Bus Driver

Position Title	Casual Bus Driver
Reports to	Facilities Manager
Faculty	Whole School
Level	Dependent on experience
Employment Status	Casual
Key relationships	Facilities & WHS Manager, Administration Coordinator, Outdoor Education Coordinator, Economic Development Director, School Director and Faculty Directors, Teachers and Staff, Students and Parents

About Us

Nestled on 20 acres of stunning bushland and vibrant gardens in the tranquil Samford Valley, just 35 minutes from Brisbane's CBD, Samford Valley Steiner School (SVSS) offers a unique and vibrant educational journey for children from preschool through Class 12.

As Queensland's largest Steiner school, we bring the richness of an independent education inspired by Rudolf Steiner's philosophy to life, thoughtfully meeting Queensland curriculum requirements. Students experience a holistic approach that nurtures curiosity, resilience, and a lifelong love of learning.

With a passionate faculty and a strong community culture, SVSS is committed to student wellbeing, safety, and educational excellence.

The role

The Casual Bus Driver is responsible for providing safe and reliable transportation of students for camps, excursions, swimming lessons and other approved school activities.

This role operates on an as-needed basis and requires flexibility, punctuality, and a strong commitment to student safety and compliance with all legislative and school-based requirements.

Samford Valley Steiner School

Your contribution

You will play a critical role in ensuring the safe delivery of transport services while upholding the School's duty of care obligations.

Your key accountabilities will include

Student Transport

- Safely transport students in accordance with designated routes, schedules, excursion requirements, and camp logistics.
- Liaise with the Administration Coordinator regarding daily bus runs, student lists, attendance adjustments, and schedule changes.
- Work closely with the Outdoor Education Coordinator to support transport logistics for camps, excursions, and off-site programs.
- Ensure safe boarding and disembarking procedures are followed at all times.
- Maintain appropriate behavioural expectations and student safety during transport.
- Foster a calm, respectful and supportive environment on the bus.

Vehicle Safety & Compliance

- Conduct daily pre-start vehicle inspections and safety checks.
- Maintain vehicle cleanliness and presentation.
- Report mechanical issues, hazards, or incidents promptly.
- Ensure compliance with all road transport legislation and Queensland transport requirements.

Documentation & Reporting

- Maintain accurate trip logs and incident records.
- Report student behaviour or safety concerns in line with school policy.
- Comply with all Child Protection and mandatory reporting obligations.

Health, Safety & Risk Management

- Adhere to Work Health and Safety (WHS) obligations.
- Follow emergency management procedures, including evacuation protocols.
- Participate in required compliance training
- Ensure compliance with fatigue management requirements for extended travel.

Outdoor Education Program Requirements

- Be willing and able to attend Outdoor Education programs and camps where transport services are required.
- Be willing and able to camp in a tent where required during Outdoor Education programs.
- Maintain adequate rest in accordance with the SVSS Driving Policy and fatigue management requirements to ensure fitness for duty.
- The Casual Bus Driver is not responsible for student supervision, instructional duties, or activity facilitation during camps or excursions.
- The Bus Driver will not be included in staff supervision ratios and must remain appropriately rested to safely undertake driving responsibilities.

Samford Valley Steiner School

What we are looking for

We will consider how well you demonstrate:

Licensing & Experience:

- Current LR (Light Ridged) Driver's Licence.
- Demonstrated experience driving buses or similar heavy vehicles.
- Strong knowledge of road safety and transport compliance requirements.

Child Safety & Professional Conduct

- Commitment to student wellbeing and duty of care.
- Calm, professional communication style.
- Ability to manage student behaviour respectfully and appropriately.

Reliability & Flexibility

- Strong time management and punctuality.
- Availability to work flexible hours, including early mornings and occasional excursions.
- Capacity to respond to short-notice coverage requirements where possible.

Mandatory requirements

- Current LR (Light Ridged) Driver's Licence.
- Current Blue Card (Working with Children Check).
- Current First Aid and CPR certification (or willingness to obtain).
- Compliance with all School policies, including the Code of Conduct and Child Protection requirements.

Interested in applying?

To apply, please submit your resume and a brief cover letter (1-2 pages) explaining why you are interested in this role and how your skills align with our requirements.

Conditions and benefits of the role

This is a casual position. Engagement is on an hourly basis in accordance with the applicable Award or Enterprise Agreement. Casual loading applies in lieu of paid leave entitlements.

Hours are not guaranteed and will be offered based on operational requirements.