

Bus Aide

Team	AQ School Sunnybank
Location	Sunnybank
Manager	Head of Sunnybank School Campus

Purpose

The purpose of this position as Bus Aide is to supervise students travelling on the School bus and work together with the Bus Driver in ensuring the safe transportation of students to and from school at Autism Queensland.

Responsibilities

Transportation and Supervision of Students

- Provide active supervision, care and support of students as they board, travel on and exit the bus
- Support the Bus Driver in taking reasonable care to protect and ensure the health and safety of everyone on the bus
- Understand and adhere to policies and procedures pertaining to student travel as advised by School administration
- Practice positive behaviour support techniques in communication and interaction with children who travel on the bus, and liaise directly with School staff around any issues
- Actively supervise students in school grounds until 9.30am

Teamwork and Reporting

- Attend and participate in all team meetings and required training
- Work cooperatively together with Bus Driver and all members of the AQ School Transport Team
- Communicate appropriately with parents of students as required or advised by School administration
- Report critical incidents immediately and report and document all behaviour incidents within 24 hours of their occurrence
- Report immediately any unsafe working conditions, practices or defects with vehicle or equipment
- Report any potential health & safety risks immediately

Vehicle Maintenance

- Maintain vehicle (interior & exterior) in a clean and tidy condition

Key Performance Indicators

- Minimal complaints from parents and/or carers
- Cooperative interaction with and positive feedback from all members of the School Transport Team and administration
- Cleanliness and maintenance of bus and all equipment
- Timely reporting of and appropriate response to incidents

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- Active supervision of and positive communication with students in playground
 - Consistent attendance at and participation in meetings and professional development
 - Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Requirements

- Proven ability to provide positive behaviour support to children with ASD or other disabilities
- Ability to communicate sensitively and respectfully with students, parents and staff
- Proven ability to work cooperatively and effectively within a team environment
- Demonstrated understanding of the health & safety risks and requirements associated with this position

Highly-regarded

- Light Rigid Driver's Licence
- Experience in escorting and/or transportation of children or community groups

Special Requirements

- School term time position with Annual Leave to be taken in school holiday periods
- Observation of all WH&S requirements including appropriate work attire with closed in shoes
- Blue Card Working with Children Check (WWCC paid workers)
- Evidence of current COVID-19 Vaccination
- Current, recognized Provide First Aid including Provide CPR qualification

Position Description Reviewed: July 2021