

Bus Driver

Team	AQ School Brighton
Location	Brighton
Manager	Student Wellbeing Facilitator

Purpose

The purpose of this position as Bus Driver is to provide safe transportation of Autism Queensland School students to and from school at Autism Queensland.

Responsibilities

Transportation and Supervision of Students

- Drive safely and in accordance with all Queensland Department of Transport & Main Roads legislation and regulations as well as Autism Queensland Quality Assurance (AQQA) and School Transport policies and procedures
- Take reasonable care to protect and ensure the health and safety of everyone on the bus
- Practise 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
- Ensure school grounds are safe and free from hazards upon bus return (*in the afternoon*)

Teamwork and Reporting

- Regularly attend to and ensure timely response to information relevant to the role which includes, but is not limited to emails, team meetings, and AQ policies, procedures, and guidelines.
- Actively participate in all team meetings and required training, learning and development
- Work cooperatively together with Bus Aide and all members of the AQ School 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, or the school grounds
- Report any potential health and safety risks immediately

Vehicle Maintenance

- Maintain high standard of driver care and responsibility for vehicle and associated equipment
- Maintain Daily Log Sheet and complete Daily Safety Checklist
- Work with the Bus Aide to ensure the vehicle is maintained (interior and exterior) in a clean and tidy condition
- Perform inspections of the bus before and after each route.

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- Complete bus maintenance records and assist with coordination of servicing / repairs as required

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
- Accurate and timely completion of paperwork
- Maintenance of safe driving record
- Cleanliness and maintenance of bus and all equipment
- Timely reporting of and appropriate response to incidents
- Active supervision of and positive communication with students in playground
- Consistent attendance at and participation in meetings and professional development activities
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Requirements

- Light Rigid Driver's Licence
- General Code Industry Authority Card and sound driving record
- Current Provide First Aid Certificate
- Ability to communicate sensitively and respectfully with students, parents and staff
- Proven ability to work cooperatively and effectively within a team environment
- Demonstrated commitment to safe driving and workplace health & safety, with sound understanding of the health & safety risks and requirements associated with this position
- Demonstrated ability to read and follow bus routes

Highly-regarded

- Experience in transportation of children or community groups
- Proven ability to provide positive behaviour support for children with ASD or other disabilities

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 (WWCC paid workers)
- Current, recognized Provide First Aid including Provide CPR qualification

Position Description Reviewed: May 2024