

Role Profile

Bus Driver

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

This role is a term time position with annual leave to be taken in school holiday periods.

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 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 9.20am
- Ensure school grounds are safe and free from hazards both in the morning and on 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 prior to commencement of next shift
- 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.
- Complete bus maintenance records and assist with coordination of servicing / repairs as required

Highly Regarded

- Experience in transportation of children or community groups
- Experience with autism and/or other disabilities

Requirements

- Light Rigid Driver's Licence
- General Code Industry Authority Card and sound driving record
- Current Provide First Aid Certificate
- Blue Card (WWCC paid workers)
- Current, recognized Provide First Aid including Provide CPR qualification

