



## **Position Description: CASUAL SCHOOL BUS & ROUTE DRIVER**

### **ROLE**

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We are looking for an experienced bus driver who is friendly and enthusiastic, with a can-do attitude.

Ideally you will already have a Current LR licence (if you have a C class licence, we may assist potential applicants in upgrading their licence)

Our drivers need to be flexible with regard to their working hours, being prepared to work early mornings, late afternoons and weekends. Most driving tasks are within the Horsham area & surrounds, however, there are occasional longer distance drives for school activities.

The ability to communicate at all levels is essential for this role.

### **RESPONSIBILITIES**

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- Transport children to and from school in the mornings and afternoons
- Verify permissions for children who ride home with friends
- Maintain a clean and mechanically-sound bus at all times
- Obey all traffic laws
- Perform inspections of the bus before and after each route
- Ensure safety of all students
- Maintain a safe and healthy environment
- Assist students with getting on and off the bus when required
- Attend monthly safety meetings

### **ROLE PURPOSE**

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The School Bus Driver safely and reliably transports students to & from school, and potentially on various excursions, activities and camps throughout the school year.

## DUTIES

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Transportation of students to and from school, and potentially on various excursions, activities and camps throughout the school year, as per weekly roster provided by the Office Manager.

Report any maintenance and/or safety matters to Office Manager

## EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

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- Preferred current MR licence (we may assist potential applicants in upgrading their licence)
- Previous bus-driving experience is not essential, but would be desirable
- Ability to work independently & as part of a team
- Ability to communicate positively and effectively with the school community
- Excellent organisational skills
- Ability to be flexible, ie to assist with activities and events outside standard working hours.
- Attention to detail and accuracy in record keeping
- All employees are required to provide a Working with Children check and a valid Police Clearance.

## CONDITIONS

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The School Bus / Route Driver is a casual position which may involve working during school holidays.

Reports to: Office Manager

Hours: Casual

Location: Horsham area, and possibly surrounding areas

## WIMMERA ROADWAYS

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Wimmera Roadways is involved in all the major aspects of the bus industry. i.e. urban transit, school services, charters, tours and hire/drive. We operate a fleet of approximately 30 vehicles out of four depots located in Horsham, Nhill, Apsley and Minyip. We are a family-owned and operated business, employing local people, and take pride in our customer satisfaction, high maintenance standards and reliability.