



## Position Description

### Casual Bus Driver

Classification	Level 1
Reports to	Business Manager
Employment Type	Casual
Date document created or updated	July 2017

## Organisation Context

The Kilmore International School is based in Kilmore and exists to serve the needs of its students within the wider international community. The aim of this School is to provide for boarding and day pupils, an education of excellence in all areas. The School aims to develop, in a disciplined and caring environment, the spiritual, intellectual, cultural, physical and social capacities of all its students, and to encourage and nurture their individual talents and abilities. It further aims to develop a responsibility to the community by demanding high personal standards and encouraging constructive citizenship and consideration for others.

The Bus Driver role will include the daily school run mornings and evenings and as well as the occasional school excursions, ensuring students travel safely to and from school on time.

## Position Purpose

**Reporting Line:** The position receives general direction from the Business Manager

**Supervisory Responsibilities:** Students on School Bus

**Financial delegation and/or Budget responsibility:** Nil

## Key Result areas and responsibilities

- Daily School run mornings and evenings
- Occasional School excursions
- Logbook recording
- Liaise with Maintenance for scheduled repairs/servicing.

## Key selection criteria

### Education/Qualifications

- This is a non-academic position
- Experience in supervising students on bus trips
- Working with children's check
- Bus licence – heavy vehicle a must

### Knowledge and Skills

1. Ability to drive buses ranging from 21 seater to 54 seater.