

## POSITION DESCRIPTION

### *BUS DRIVER AND MAINTENANCE OFFICER*

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
School Services Officer Category C Level 4	5 days per week (1.0 OFTE)	Facilities Manager
DIRECT REPORTS	None	
APPOINTMENT TERMS		
<ul style="list-style-type: none"><li>• Ongoing.</li><li>• The conditions of the Catholic Education Multi Enterprise Agreement apply to this position.</li></ul>		

#### ABOUT THE ROLE

The Bus Driver and Maintenance Officer plays a vital role in ensuring the safe transportation of Loyola College students and staff, as well as the efficient operation, maintenance, and improvement of College buildings and grounds. This role requires a solid understanding of the College's transport operations, compliance obligations, and a proactive approach to maintenance duties.

The role works collaboratively with the Facilities Manager and other College staff and must reflect the values, mission, and day-to-day life within Loyola College.

#### THE ROLE SHOULD DEMONSTRATE:

- a) *Understanding and commitment to the nature and day to day life of a Catholic, co-educational Secondary College.*
- b) *The role is to ensure safe transportation of students and staff and to contribute to the efficient operation and upkeep of school facilities in a manner that reflects the mission and values of Loyola College.*
- c) *Verbal and written communication skills of a high standard including an outstanding attention to detail.*
- d) *Assertiveness, sensitivity/care for others, administrative ability, and a willingness to relate to people of various ages, cultural backgrounds, individual needs, and personalities.*
- e) *Organisation, efficiency, and the ability to work under pressure and meet deadlines.*

## KEY RESPONSIBILITIES:

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### *Bus Driver*

- Operate the school bus safely for student transport for the Doreen bus service. excursions, sporting events, and other required activities.
- Co-ordinate with the Director of Operations, Head of Sport and Sports Assistant to ensure the efficient and effective use of College owned bus and external hire bus requirements.
- Conduct daily pre-departure safety inspections (e.g. tyres, lights, fuel, oil).
- Report any maintenance or safety issues to the Facilities Manager promptly.
- Ensure student behaviour complies with safety protocols while in transit.
- Oversee and comply with the Transport Safety Victoria and Accreditation requirements including Bus audits.
- Remain up to date with all safety and emergency management requirements when travelling to College excursions (i.e. flood, weather warnings).
- Maintain accurate logs of trips and fuel usage.
- Clean the interior and exterior of the bus on a regular basis.
- Arrange additional support bus drivers as necessary, ensuring support drivers licenses and qualifications are appropriate and current.
- Coordinate with the Facilities Manager a training day for College licensed bus drivers.

### *Maintenance*

- Undertake general facility repairs and maintenance (e.g., painting, carpentry, plumbing).
- Complete routine inspections to identify and address maintenance needs in a timely manner.
- Assist with event setup and pack-down (assemblies, liturgies, school functions).
- Secure tools, equipment, and ensure safe storage practices.
- Coordinate with and supervise external contractors where required.
- Distribute incoming deliveries to relevant departments promptly.
- Contribute to after-hours security procedures, including end-of-day building lock-up.
- Carry out preventative and reactive maintenance tasks as directed by the Facilities Manager.
- Ensure all work aligns with OHS policies and safety protocols.
- Maintain grounds in a safe and well-presented condition.
- Other duties as specified by the Facilities Manager



## PERSONAL TRAITS:

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- Ability to work with a minimum of supervision.
- Excellent interpersonal skills and ability to relate to all sections of the Loyola community i.e. staff, students and contractors.
- Proven experience in prioritising multiple work activities.
- Excellent communication skills (both verbal and written).
- Ability to work under pressure and meet deadlines.
- Ability to work as an effective team member.
- A commitment to ongoing professional development.

## SPECIFIC SKILLS:

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- Current Medium Rigid (MR) Driver's Licence (or higher).
- Bus Driver Accreditation.
- Working with Children Check (WWCC).
- Prior bus driving experience, preferably in a school environment
- Desirable skills with safe use of equipment for maintenance work including Nail gun, Compressor, Painting, Sanding, Plastering, etc.
- Proven experience in building or facilities maintenance.
- Sound understanding of safety protocols and manual handling procedures.

## CURRENT DUTY/HOURS:

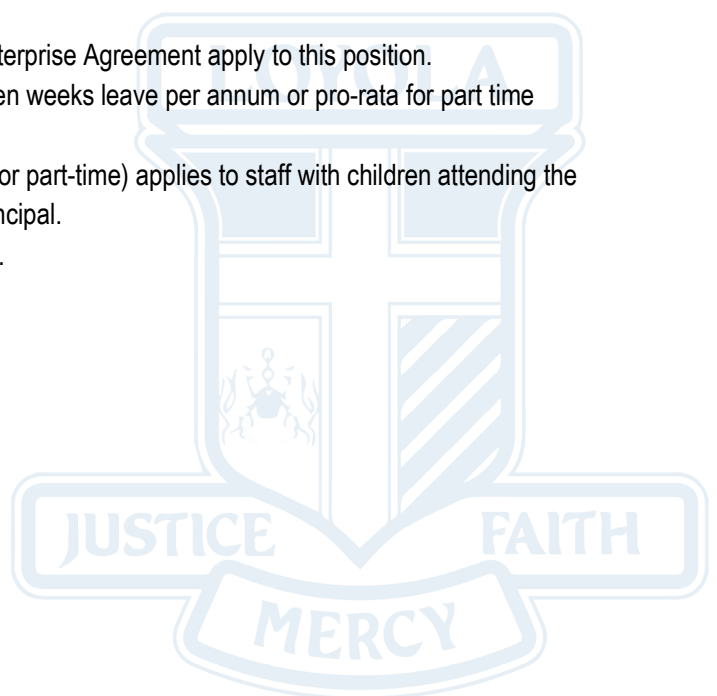
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- This is a full-time position entailing 38 hours per week as a category C.
- Monday through Thursday from 6.45am to 3.00pm and Friday 6.45am to 3.30pm.
- Overtime maybe required from time to time due to ACS Sports or other School activities.

## SALARY, CONDITIONS & BENEFITS:

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- The conditions of the Catholic Education Multi Enterprise Agreement apply to this position.
- The position is an SSO Level 4, Category C: Seven weeks leave per annum or pro-rata for part time positions.
- Discount of around 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options including Superannuation.



## OUR VISION:

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*Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.*

*We aspire to develop articulate, adaptable, discerning, and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.*

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy, and Faith.***

## CHILD SAFETY:

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Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

## VERSION:

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December 2024