



Role description

Title: Coach driver

Reports to: Principal

Classification: Services Staff Level 3

1. Purpose

The coach driver safely transports students for curricular and extracurricular activities in a timely and safe manner.

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- current Medium Rigid licence and traffic history report (for the last three years) from the Department of Transport and Main Roads
- considerable experience driving heavy vehicles
- knowledge and awareness of work health and safety standards
- reliable and flexible work ethic with high level organisation skills
- ability to work in a team environment, using initiative and with minimal supervision
- effective relationship building, interpersonal and communication skills including the ability to relate well to children and adults
- a current blue card for working with children issued by Blue Card Services, or a willingness and ability to obtain one
- understanding and abidance of National Heavy Vehicle Regulator Laws (NHVR) and experience in work diary requirements
- experience in or capability to plan journeys with excursion co-ordinators to meet educational needs in a safe and timely manner
- capability to perform basic maintenance; eg tyre change, filter change etc
- maintenance requirements; eg start-up, weekly, monthly etc

3. Key result areas

- 3.1 Ensure that all students are transported to arranged locations in a safe and timely manner.
- 3.2 Perform duties in a safe and responsible manner in accordance with all legislative requirements, including school health and safety policies, and safe work processes and practices.
- 3.3 Collaborate and communicate with others to ensure that high professional standards are met
- 3.4 Contribute to and promote the development, alignment, attainment, and review of the school/college strategy and the strategic goals for TCS.
- 3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

4. Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5. Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Coach driver

3.1 Ensure that all students are transported to arranged locations in a safe and timely manner.

- Under limited supervision and using initiative, implement measures to ensure that deadlines are met in accordance with the timetable requirements of the staff and students.
- Maintain knowledge of current road conditions and travel routes.
- Set expectations of student behaviour whilst travelling in the coach.

3.2 Perform duties in a safe and responsible manner in accordance with all legislative requirements, including school health and safety policies, and safe work processes.

- Seek approval from the principal prior to purchasing chemicals/equipment.
- Check the work area for hazards, identify and report all hazards or unsafe conditions to the principal, and minimise the risk of injury to yourself, other people, and property.
- Participate in the school/college's work health and safety (WHS) reviews and audits.
- Attend WHS education and training opportunities as requested and apply the learning.
- Maintain driver accreditation and adherence with road rules in accordance with government regulations.

3.3 Collaborate and communicate with others to ensure that high professional standards are met.

- Maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions, and seeking advice.
- Understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service.
- Work collaboratively and communicate effectively with stakeholders to ensure a high level of service delivery.

3.4 Contribute to and promote the development, alignment, attainment, and review of the School/College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS).

- Contribute as a member of the school/college to achieve the strategies set out in the School/College Strategy and the TCS Strategic Plan.
- Attend professional development as appropriate.
- Identify areas of improvement.
- Document and report on the progress of initiatives in the School/College Strategy and the TCS strategic plan as required.

3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

- The employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement.
- Any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment.