

JOB DESCRIPTION SCHOOL BUS DRIVER

Employment Conditions	Casual, term time only
	In accordance with the Educational Services (Schools) General Staff Award
Reports to	Office Manager
Last Revised	August 2025

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

The School Bus Driver safely and reliably transports students (and staff) to various excursions, activities and camps throughout the school year.

RESPONSIBILITIES

The main duties include the following:

- Transportation of students and staff to and from various excursions, activities and camps throughout the school year, as per a weekly roster and, on occasion, at short notice
- Reporting any maintenance and/or safety matters relating to St Mary's school buses to the Senior Administration Officer
- Adhering to all St Mary's policies and procedures including health and safety requirements

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Must hold a current HR licence and Passenger Transport Driver (PTD) licence extension

Experience and Skills

Essential

- A minimum two years' previous bus driving experience

SCHOOL BUS DRIVER

Desirable

- Previous experience working in the education sector
- Senior First Aid Certificate
- Heavy duty mechanical experience

Personal Qualities

Essential

- A friendly and outgoing personality
- Ability to work collaboratively as part of a team
- Ability to communicate positively and effectively with the school community
- Excellent organisational skills
- Ability to be flexible, assisting with activities and events outside standard working hours
- Attention to detail and accuracy in record keeping

WORKING RELATIONSHIPS

Internal

Executive staff
Administrative staff
Boarding staff
Teaching staff
Students

External

Parents, guardians or relatives of students
Suppliers

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.