

# BUS DRIVER

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.

GYNDARNA PRESCHOOL	
<b>POSITION</b>	Bus Driver
<b>SUPERVISOR</b>	Director of Education / Nominated Supervisor / Senior Management
<b>DIRECT REPORTS</b>	No direct reports
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Drivers Licence with a minimum Class LR</li> <li>• Valid Working with Children Check clearance</li> <li>• Accredited Child Protection Training</li> <li>• Clear National Police Check</li> </ul>
<b>ESSENTIAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience driving a vehicle/bus for children or public transport</li> <li>• Demonstrated knowledge of the Education and Care Services National Law (2010), and the Education and Care Services National Regulations (2011)</li> </ul>
<b>KNOWLEDGE AND COMPLIANCE OF THE FOLLOWING LAW-REGULATIONS-ACTS</b>	<ul style="list-style-type: none"> <li>• Service Policies and Procedures</li> <li>• Education and Care Services National Law (2010)</li> <li>• Education and Care Services National Regulation (2011)</li> <li>• National Quality Standard (NQS)</li> <li>• ECA Code of Ethics</li> <li>• Work Health and Safety Act 2009</li> <li>• Commonwealth Privacy Act 1988 and the Australian Privacy Principles (APPs) (2014)</li> <li>• Fair Work Act</li> <li>• National Principles of Child Safe Organisations or relevant Child Safe Standards</li> <li>• Other relevant state and federal legislation and regulations as required</li> </ul>
<b>POSITION OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Support the Director of Education/ Nominated Supervisor to facilitate safe and secure travel for children as a bus driver while children are being transported to and from the service</li> </ul>

	<ul style="list-style-type: none"> <li>• Build and maintain positive relationships with children, families, educators, staff and management to deliver the best outcomes for families and children</li> <li>• Be responsible for maintenance and upkeep of the service vehicle, including registration and insurance</li> </ul>
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## ROLE DIMENSIONS- KEY PERFORMANCE AREA

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1	Health	Each child’s health and physical activity are supported and promoted.
2.2	Safety	Each child is protected.

### Children’s Health and Safety Key Tasks:

- promote child well-being and prevent harm to children and young people by adopting and adhering to the National Principles of Child Safe Organisations
- maintain and demonstrate extensive knowledge of Child Protection legislation and its implications for the care and protection of children
- ensure compliance as a mandated reporter in accordance with the service *Child Protection Policy* and procedures
- recognise and report misconduct, illegal or inappropriate behaviour to the Director of Education / Nominated Supervisor or senior management
- inform the Director of Education / Nominated Supervisor / Person in day-to-day charge of all allegations or convictions of a child protection nature against an employee of which you become aware
- ensure policies and procedures are adhered to ensure that the children are safe and adequately supervised at all times
- follow policies and procedures to always maintain correct educator-to-child ratios
- ensure children are protected from harm and hazard and are not subjected to corporate punishment or unreasonable discipline at any time in line with policies and procedures
- maintain and demonstrate knowledge of Workplace Health and Safety (WHS) legislation and safety issues relating to children, educators, staff and visitors
- ensure correct manual handling techniques and procedures are followed and assist by identifying manual handling hazards and risks within the service
- ensure a high standard of hygiene in compliance with procedures and policies
- provide safe transportation for children between the Service and nominated destinations

- ensure that the vehicle is registered and roadworthy and maintains comprehensive insurance at all times
- organise vehicle inspections and maintenance as required on time (e.g., pink slip certificate for registration, HVIS Inspections).
- organise for regular servicing of the vehicle to take place according to the manufacturer's recommended service schedule
- ensure that the vehicle has adequate fuel to undertake the journey (so as not to stop for fuel with children aboard)
- comply with all appropriate road, safety and transport regulations, including speed limits, child restraints, stopping the vehicle in appropriate areas
- do not drive the vehicle under the influence of alcohol or drugs. This includes medication that has a sedative effect or recommends not operating machinery.
- ensure that an educator always disembarks the vehicle before any child disembarking when arriving at a destination when there is not a parent/guardian or additional educator already waiting.
- ensure that an educator is always last to board the vehicle (after all children have boarded) when leaving a destination
- ensure that no child is left unsupervised/unaccompanied in the vehicle at any time
- ensure that no child is left unsupervised/unaccompanied beside the vehicle or by the side of the road at any time
- make every effort to park the vehicle so that children do not have to cross a road when leaving the Service or arriving at their destination
- ensure that the vehicle is only stopped at designated areas to collect/drop off children. No other stops (for example, at shops) will be made during trips whilst children are aboard unless due to children's behaviour and/or child's needs
- if children's behaviour is such that it is a distraction for the driver, the vehicle will be pulled up in a safe place until order has been resumed
- ensure that a charged mobile phone and list of emergency contact details is in the vehicle at all times children are being transported
- ensure that a fully stocked First Aid kit is available in the vehicle at all times, complete regular checks on the first aid kit to ensure items are maintained and kept up to date
- maintain knowledge, and be able to carry out current organisation procedures in case of vehicle accident or break-down
- ensure that all children are restrained in accordance with the national regulation and laws before starting the vehicle.

- assist the Director of Education / Nominated Supervisor in conducting risk assessments relating to the transportation of children to/from the service, and
- assist educators in ensuring accurate attendance records are completed when children are undertaking travel to/from the service.

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.

**Physical Environment Key Tasks:**

- assist in creating a safe, supportive environment for all children while they are being transported
- ensure the vehicle is maintained in a clean, safe, and roadworthy manner at all times.
- ensure that the interior of the vehicle is tidied/ cleaned after every trip and that the exterior of the vehicle is washed/ cleaned as necessary to maintain a professional image for the service
- ensure that all seatbelts and restraints in the vehicle conform to Australian Standards (AS/NZS1754).
- report any repairs and maintenance required of the vehicle to the Director of Education / Nominated Supervisor or senior management
- report any situation that may constitute a hazard to the health and safety to children, families, educators, staff or visitors to the Director of Education / Nominated Supervisor or senior management
- ensure effective processes are followed to meet WHS requirements
- assist with the maintenance of the centre environment, including both internal and external

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.

**Staffing Arrangements Key Tasks:**

- have a working knowledge of the National Quality Framework and meet these guidelines in work practices
- understand obligations to comply with legislation, rules, policies and procedures relating to the operation of the service in relation to the transportation of children

- adhere to our Child safe policies including *Child Safe Environment Policy, Child Protection Policy*, at all times and take all reasonable steps to protect children from abuse and harm
- ensure compliance with a zero tolerance of racism within the Service
- contribute positively and effectively to the team environment to ensure smooth operation of the service
- promote a healthy team environment and develop positive channels of communication
- implement the service *Dealing with Complaints Policy* and procedures relation to complaints or incidents
- ensure any grievances raised by educators or families are reported to the Director of Education / Nominated Supervisor or senior management

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and Children	Respectful and equitable relationships are maintained with each child.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.

**Relationships with Children Key Tasks:**

- view and respect children as competent and capable
- promote positive, comforting and nurturing relationships with children
- ensure a supportive educational environment for all children and families is provided
- act as a positive role model, demonstrating appropriate behaviour and language
- communicate with children in an open, honest manner and ensure that the child’s perspective is regarded as unique and special, and
- ensure children are respected and their rights are being met (United Nations Convention of the Rights of the Child- CRC).

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.

**Collaborative Partnerships with Families and Communities Key Tasks:**

- be courteous and helpful to the families in the service
- be an advocate for high-quality support services for children in our community
- ensure students on placement are positively welcomed and supported; and

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.

**Leadership and Service Management Key Tasks:**

- comply with, maintain and review all service policies and procedures in accordance with the Education and Care Services National Law and National Regulations
- maintain compliance with the regulations as prescribed by the regulatory authority along with all legal and statutory requirements
- ensure that the Director of Education / Nominated Supervisor is informed of current issues relating to the transportation of children
- report directly to the Director of Education / Nominated Supervisor of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance, or the smooth running of the service
- ensure procedures relating to administrative functions relating to the transportation of children, including the development of routines and procedures, are followed
- maintain confidentiality of sensitive information in relation to educators, staff, families, children and the service in line with the *Privacy and Confidentiality Policy* and Procedures
- comply with the *Privacy and Confidentiality Policy* and procedures; and
- any other duties within the scope of the role of *Bus Driver*, under the direction of the Director of Education / Nominated Supervisor or senior management. This job description may be reviewed in the future.

I have received, reviewed, and understand the responsibilities as the BUS DRIVER.  
 I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description.

Employee Name		Date	
Employee Signature			

Supervisor Name		Date	
Supervisor Signature			