

POSITION DESCRIPTION

POSITION TITLE:	Bus Driver
DEPARTMENT:	Child Day Care
CLASSIFICATION:	Level 3
AWARD/AGREEMENT	MCS 'General Staff' Agreement
REPORTS TO:	Manager Child Day Care
APPROVED/REVIEWED	
(Signed) _____	Date _____
Manager Child Day Care	

ORGANISATIONAL MISSION AND VALUES

MercyCare is committed to employing a caring and dedicated team of employees who provide services that enhance the quality of life in the community. Staff are called to behave in such a way that upholds the MercyCare Mission and demonstrates the Values of Compassion, Justice, Respect, Integrity and Excellence and to work co-operatively and collaboratively.

A commitment to the Mission and Values of Mercy is reflected in the attitudes, behaviour and actions of staff, process of decision making, MercyCare's policy and procedures, the quality and nature of MercyCare's services, provision of staff development programs, implementation of tasks and in the way people are related to and cared for, particularly Staff and customers.

Every person working in Mercy is required to behave at all times in a way which upholds the MercyCare's Values.

1 JOB PURPOSE

The Bus Driver is primarily responsible for driving one of the Mercy Child Care buses and delivering children, after school, between campuses.

2 KEY RESPONSIBILITIES

- 2.1 Mission
- 2.2 Teamwork
- 2.3 Quality
- 2.4 Occupational Safety & Health
- 2.5 Operational

2.1 Mission

- 2.1.1 Act as a role model for the Mission and Values of MercyCare.
- 2.1.2 Promote the integration of Mission with operational management.

2.2 Team Work

- 2.2.1 Participate as a valued team member promoting and contributing to a supportive team environment.
- 2.2.2 Act in a manner that is congruent with the Mission and Values of MercyCare.

2.3 Quality

- 2.3.1 Participate in, contribute to, and implement quality improvement ideas and principles.

2.4 Occupational Safety & Health

- 2.4.1 Work within the guidelines and regulations as set down by the organisation as they relate to occupational safety and health and ensuring that services are delivered a safe manner.
- 2.4.2 Responsible for reporting any Occupational Safety and Health Issues to the appropriate person within the department.

2.5 Operational

- 2.5.1 The Bus is to be driven in a safe manner.
- 2.5.2 Emergency procedures are to be carried out in the appropriate manner in the case of a motor vehicle accident.
- 2.5.3 Proper procedures must be carried out in the event of a breakdown.
- 2.5.4 All of the children listed for pickup are collected in a timely manner.
- 2.5.5 Should any child not turn up for collection that is on the list, proper procedures must be followed to ensure that the child is safe.

- 2.5.6 To ensure that all information regarding the children is passed onto the appropriate person.
- 2.5.7 The interior of the bus is clean and tidy.
- 2.5.8 All children are treated with dignity and respect.

3 JOB RESPONSIBILITY

- 3.1 Performance Management
- 3.2 Confidentiality
- 3.3 Policies and Procedures
- 3.4 Equal Employment Opportunity
- 3.5 Development
- 3.6 Personal Effectiveness

3.1 Performance Management

- 3.1.1 All new employees employed with Mercy Community Services are subject to a three (3) month Probationary Period. Upon completion of this period, permanency of the appointment shall be assessed using Mercy's Performance Management and Review Tool. Thereafter all employees are required to participate in the annual Performance Review process.

3.2 Confidentiality

- 3.2.1 Maintain confidentiality of all information in accordance with the Mercy Community Services - Confidentiality Policy.

3.3 Policies and Procedures

- 3.3.1 Understand and comply with all divisional and organisational policies and procedures.

3.4 Equal Employment Opportunity

- 3.4.1 Understand and comply with Equal Opportunity Legislation.

3.5 Development

- 3.5.1 Proactively attend and participate in personal and professional development programs, seminars as appropriate to maintain current best practice.

3.6 Personal Effectiveness

- 3.6.1 Recognise the necessity to continually develop skills and acquire additional knowledge appropriate to the position.
- 3.6.2 Dress appropriate to the expectations of the specific work area and Occupational Safety and Health requirements.

4. POSITIONS REPORTING TO OR SUPERVISED BY THIS POSITION

4.1 N/A

I (Staff Member's name).....have read, understand and agree to work within the above position description.

Staff Member's signature..... Dated



SELECTION CRITERIA

Position Title: Bus Driver

Classification: Level 3 – MCS “General Staff” Agreement

Reports to: Manager Child Day Care

1 QUALIFICATIONS

1.1 N/A.

2 COMMUNICATION

2.1 Ability to sustain interpersonal relations with staff, clients and residents.

3 SKILLS & RELEVANT EXPERIENCE OR KNOWLEDGE

3.1 Previous experience in a similar role.

3.2 Ability to work autonomously, as well as part of a team.

ESSENTIAL SKILLS AND ABILITIES

The following skills and abilities are considered essential for the position:

- A willingness and capacity to embrace the mission and values of MercyCare.
- Work within MercyCare’s Policies and Procedures.
- National Police Clearance on commencement.
- Working With Children Check (WWC)
- Current C Class Drivers Licence
- Current F Endorsement Bus Drivers Licence
- Current First Aid Certificate