



# ST PETERS GIRLS

**Position Description:** Bus Driver  
**Level:** Casual  
**Reports to:** Transport Manager

## The School

At St Peter's Girls' School, we focus on collaboration, creative thinking, and innovation, seeking to foster independent thinking and our core values of courage, creativity, and compassion in every student. We aim to develop motivated, versatile, and curious students who carry a love of learning throughout their schooling years and beyond. We have a proud history of 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus, located in leafy Stonyfell and just 5km from Adelaide's CBD, boasts spacious grounds and state-of-the-art facilities. We are an authorised IB PYP & DP World School.

St Peter's Girls seeks to employ people who embody character and influence within their personal and professional lives. We are committed to providing our staff with opportunities for ongoing development and career progression.

## About the Role

St Peter's Girls' School provides several personalised bus routes Adelaide Hills, Central (City), Dernancourt, Mawson Lakes, Southern, West Lakes, Blackwood, Glenelg, Golden Grove and North East to collect students in the morning (from their designated location) and drop them off after school (to their designated location).

The Bus Driver reports to the Transport Manager on all the daily operations of the bus service provided to students by the School. All drivers must operate and comply with the Bus Driver Guide Manual provided to them, and each driver must acknowledge the same.

It is the Bus Driver's responsibility to maintain their allocated bus to a good operational standard, including checking oil, coolant and brake fluid levels regularly. All lights, tyres and external areas of the buses need to be checked daily. Drivers are to refuel their bus when at half or less and not to allow the bus to run short of fuel.

Drivers are required to maintain the cleanliness of their bus by washing the exterior regularly including on team scheduled cleaning days. The interior of buses is to be cleaned after each morning and afternoon shift. Rubbish bins should be emptied, the floors swept and a check around the seats for items left behind. Interior windows should be cleaned at least weekly along with the bus windscreen and rear-view mirrors.

Drivers are to strictly adhere to the School Uniform Policy, including wearing appropriate flat-soled footwear.

Each bus is supplied with a mobile telephone for parents to contact the driver about collecting or dropping off their daughter(s), should any changes occur. During school terms, Bus Drivers work a split-shift arrangement providing morning and afternoon services to drive students to and from School.

## **Qualifications**

- Current LR or Higher Driver's Licence
- Current Driver Accreditation
- Valid Working with Children Clearance (WWCC)
- Valid Responding to Abuse and Neglect Certification (RRHAN-EC)
- Valid First Aid

## **A Career at Saints Girls**

- A unique opportunity to work in a highly regarded independent school that upholds a culture of excellence
- Collaborative and passionate team environment with a connected and inclusive community
- Internal and external professional development opportunities
- Opportunities to engage in co-curricular offerings and School events
- Onsite parking is available
- Employee Assistance Program

## **Conditions**

This is a casual position and will be paid at the Grade 1, Level 1. Drivers may be required for some School excursion trips or trips during Vacation Care. All drivers are required to attend regular team meetings. The salary is determined by the *St Peter's Collegiate Girls' School Enterprise Agreement*. Other conditions are as outlined in the Enterprise Agreement.

**CHERYLYN SKEWES**

**Principal**

**January 2025**