

POSITION DESCRIPTION

| | |
|-------------------------|--|
| Business unit: | Corporate Services |
| Position title: | School Bus Driver and Facility Support Officer |
| Employment type: | Full-time Monday to Friday |
| Reporting to: | Facility Manager |
| Date position reviewed: | October 2021 |

About SALDA

Speech and Language Development Australia (SALDA) is the nation's peak body supporting and advocating for the needs of children and young people with speech, language and related disorders. For over 40 years our not-for-profit organisation has developed a unique, multidisciplinary approach to helping children and young people with Language Disorder to find their voice.

When people have a voice their thoughts, feelings and aspirations are recognised by others. They possess the capacity to make an impact, both on their own personal situation as well as the broader community, through their actions and words.

SALDA provides a range of services including The Glenleighden School, School Support Services, Allied Health Services, Professional Learning, and Research and Advocacy.

SALDA' Vision, Mission and Values

Our vision is to be the leader in ensuring extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, enabling them to find their voice.

Our values are:

Service – We put the interests of others above our own and actively seek out opportunities to help.

Passion – We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence – We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability – We accept responsibility, do what is expected of us and are answerable to each other.

Kindness – We are friendly, generous and considerate in everything we do.

Empowerment – We deliberately enable others, develop their agency and voice, and are committed to their success.

Respect – We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Position summary

The role of Bus Driver and Facility Support Officer is to provide:

- a friendly, professional and reliable bus service for our students and
- facility support to the Facilities Manager in the day-to-day maintenance of our facilities.

Main duties and responsibilities

- Drive the school bus and minibus, including before and after school hours if necessary.
- Conduct prestart and safety inspections on the allocated bus to ensure it is clean and ready for use.
- Report any bus defects to the Facilities Manager.
- Interact with students with special needs in the provision of bus services to a variety of destinations.
- Ensure the care, safety and comfort of school students throughout transportation.
- Ensure all school facilities, grounds and buildings are cared for, safe and maintained by working closely with the Facilities Manager.
- Support the Facilities Manager in the provision of maintenance and handyman tasks such as painting, lawn mowing, gardening, etc.
- Adhere to the Work Health & Safety policy and procedures and legislative requirements.
- Fulfill obligations to Child Protection Policy, Child Safety and Code of Conduct.
- Provide other duties as required by the Facilities Manager to meet the operational requirements of the organisation.

Qualifications, knowledge, skills and experience

Qualifications / Registrations / Professional memberships

Essential:

- Current C and MR licence.
- General Driver Authorisation.
- Clear historical driving records for the previous 5 years.

Desirable:

- Any trade experience / qualifications.

Knowledge, skills and experience

- Ability to work with children in a safe and professional manner.
- Current or previous experience in safe school bus operation is preferable.
- Ability to maintain a safe operating vehicle for our students' safety at all times.
- Commitment to safety and a clear historical driving record.
- Knowledge of the local area, in particular South-West of Brisbane

- Excellent communication and customer service skills.
- Flexibility to work autonomously and as part of a team.
- Demonstrated time management and organisational skills.
- Willingness to learn and develop facilities maintenance skills.

Mandatory Requirements

- A current Blue Card.
- Current First Aid Certificate.

Working Relationships

- The Bus Driver and Facility Support Officer reports to the Facilities Manager.
- The Bus Driver and Facility Support Officer will work closely with all staff.