



# Covenant College

CHRIST CENTREDNESS • PARTNERSHIP • DISCIPLESHIP • COMMUNITY

## Bus Driver Role Description

### VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and staff serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

### INTRODUCTION

Founded in 1979, Covenant College is dedicated to providing genuine Christian education, serving students from kindergarten through to VCE. The College is located on one campus within the growing suburb of Bell Post Hill in Geelong. With a team of approximately 200 dedicated staff members, we cater to a community of 740 students across the school and an additional 100 in our Kindergarten program.

The success of the College is only effective if our activities are grounded in Christ (God) and His Word and therefore we strive to operate from the Biblical Basis and Mandate Policy of which all applicants are encouraged to read (available on our website).

### POSITION PURPOSE

The College Bus Driver safely and reliably transports students (and staff) on bus schedules, various excursions, activities and camps throughout the school year.

<b>Role</b>	Bus Driver
<b>Remuneration</b>	School operational services grade 2 <i>above Award conditions apply</i>
<b>Full Time Equivalent</b>	Part-Time: 2 positions available:  <b>Armstrong Creek Route: Monday to Friday:</b> AM Run: 7am - 9am PM Run: 3pm – 5pm  <b>Bellarine Route: Thursday &amp; Friday:</b> AM Run: 6.30am - 9am PM Run: 3pm - 5.30pm  These positions are required during term weeks' only.
<b>Reports to</b>	Principal, Business Manager via the Transport Manager



## STATEMENT OF DUTIES

### Key responsibilities

#### Christian Ethos / Perspective

- Reflect the example of Jesus Christ to students and the wider college community and undertake your tasks in a way that honours Him
- Be willing to share the Gospel and your personal testimony with the college community
- Participate in the devotional life of the college, including attending and contributing to staff devotions as required
- Lead prayer for your team, students or any members of the college community as needed

#### Bus Driving

- Transport students to and from school and school activities in compliance with Federal, State, and local regulations
- Adhere to the designated bus route as outlined by the Transport Manager
- Drive in a safe manner, adhering to road safety legislation
- Report any safety/maintenance issues to the Transport Manager
- Complete full safety check, as per training, prior to first use of the bus each day
- Assist in student behaviour management (on designated bus run/s) and report any student behavior issues to the Transport Manager
- Direct and report any parent or student query / concerns to the Transport Manager.
- Report any driving infringements to the Transport Manager
- Re-fuelling bus as required.
- Maintain the cleanliness of buses as required, e.g. washing and sweeping buses.

### General

- Attend all relevant staff meetings
- Attend whole school events as directed by the Principal

### Key Relationships

#### Internal

- Principal
- Assistant Principal
- Business Manager
- Transport Manager
- Administration Staff
- Students
- Staff

#### External

- Parents and guardians



<p><b>Risk and Occupational Health and Safety</b></p>	<p>All Covenant College employees are responsible for:</p> <ul style="list-style-type: none"> <li>• Participating in relevant health and safety training based on roles and responsibilities.</li> <li>• Participating in the development and implementation of specific OHS risk management strategies as appropriate.</li> <li>• Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace.</li> <li>• Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions.</li> <li>• Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others.</li> <li>• Reporting all injuries, illness or 'near misses' through the Incident Reporting platform.</li> </ul>
<p><b>Child Safety</b></p>	<p>The College has a zero tolerance of child abuse.</p> <p>This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College.</p> <p>We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment. For more information, please refer to the Covenant College website.</p>

**PERSON SPECIFICATIONS**

<p><b>Commitment to College values and ethos</b></p>	<p>As a Covenant College staff member, it is expected you:</p> <ul style="list-style-type: none"> <li>• Understand, model, uphold and support the ethos of the College and its Core Values</li> </ul>
<p><b>Knowledge, Skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work collaboratively</li> <li>• Possess outstanding written, oral communication and organisational skills</li> <li>• Well-developed digital literacy skills, including effective use of online learning environments, apps, email, and school-based ICT systems</li> <li>• Possess highly developed interpersonal skills</li> <li>• Are willing to be a productive member of our team and to work collegially with the other members of the community</li> </ul>
<p><b>Qualifications (Essential)</b></p>	<ul style="list-style-type: none"> <li>• Heavy Rigid licence.</li> <li>• Drivers Certificate (which includes a medical test)</li> <li>• HLTAID011 Provide First Aid</li> <li>• HLTAID009 Provide CPR</li> <li>• 22702VIC Management of Asthma Risks &amp; Emergencies</li> <li>• 22578VIC First Aid Management of Anaphylaxis</li> </ul>



<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Valid Working with Children Check</li> <li>• Australian citizenship or permanent residency or hold a visa with appropriate working rights.</li> <li>• Adherence to Covenant College Child Safe Program</li> <li>• Adherence to Covenant College policies and procedures</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and collaboratively as required</li> <li>• Calm under pressure</li> <li>• Effective communication with staff, students and parents, demonstrating care and empathy</li> <li>• Possess a strong work ethic</li> <li>• Careful attention to detail and a capacity to prioritise, meet deadlines and manage time effectively</li> <li>• Understanding and willingness to support the purpose, vision and values of the College</li> <li>• Receptive to new ideas, innovative practices and adaptable to change</li> </ul>

### INHERENT REQUIREMENTS

<b>Christian Ethos requirements</b>	<ul style="list-style-type: none"> <li>• Are a committed Christian/practising member of an evangelical/reformed church</li> <li>• Display a firm commitment to a Christian Worldview and the outworking of that within the College setting</li> <li>• Model a lifestyle that reflects Christian practice and beliefs in your everyday work</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to sit for extended periods (2–4 hours).</li> <li>• Ability to stand, walk short distances, and move within the bus cabin.</li> <li>• Ability to perform repetitive hand/foot movements (steering, braking, accelerating).</li> <li>• Ability to assist passengers and occasionally lift up to 10–15 kg.</li> <li>• Ability to climb steps into and out of the bus.</li> <li>• Adequate vision, depth perception, and peripheral awareness.</li> <li>• Adequate hearing to respond to passengers and radio communication.</li> <li>• Ability to work in varying weather conditions and tolerate noise and motion.</li> </ul>
<b>Cognitive Demands</b>	<ul style="list-style-type: none"> <li>• Ability to maintain sustained concentration over long periods.</li> <li>• Ability to monitor traffic, road signs, mirrors, and passenger behaviour simultaneously.</li> <li>• Ability to make quick, sound decisions in unexpected or emergency situations.</li> <li>• Ability to navigate routes and adjust for detours or road changes.</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to process information quickly and multitask safely.</li><li>• Ability to communicate clearly and calmly with passengers.</li><li>• Ability to manage stress and remain patient in challenging situations.</li><li>• Ability to exercise sound judgement to ensure safety and compliance.</li></ul>
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<b>Contract and conditions</b>	<p><b>Industrial instrument:</b> Educational Services (Schools) General Staff Award 2020 (the Award).</p> <p><b>Employment:</b> This is a permanent, term-time only position. The successful applicant will work during school term weeks, with non-term weeks taken as leave without pay as outlined under the Award.</p> <p><b>Commencement:</b> Immediate, or by mutually agreeable start date</p>
<b>Enquiry and application details</b>	<p>Enquiries can be directed to Carolyn Stones via the College office.</p> <p>All applications to be submitted to the Principal, Mr. Joshua McEwen via email to: <a href="mailto:hr@covenant.vic.edu.au">hr@covenant.vic.edu.au</a> and should include:</p> <ul style="list-style-type: none"><li>○ Covenant College Employment Application – Non-Teaching Staff form (found on our website)</li><li>○ Cover Letter</li><li>○ Resume</li></ul> <p><b>Application Closing Date: 9am Tuesday 10th February 2026</b></p>
<b>Date</b>	February 2026