KINROSS WOLAROI SCHOOL

Bus Driver

Part-Time

Candidate Information Pack

Closing Date: 20 December 2026

November 2026

About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with approximately 1,000 students enrolled (including more than 330 boarders in Years 7 to 12), located in the regional city of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys' boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.

POSITION OBJECTIVES & RESPONSIBILITIES

Kinross Wolaroi School operates a fleet of modern buses ranging from commuters to 57 seat coaches. The private bus fleet provides transportation for KWS students to and from school on various private bus routes as well as for our extensive co-curricular, excursion and camp program.

The School employs drivers who work on roster to service the transport needs of students. The roster operates seven days per week and covers the span of hours from 5.30am to 7pm on any day. On rotation, this will include regular periods of weekend work. Most rosters involve a "split shift" on any day. Additionally, there are numerous excursions and co-curricular activities before, during and after school. Our team of drivers is rostered on to cover these various activities.

The Bus Driver can expect to liaise with:

- Executive Director, Corporate & Governance
- Director, Head of Boys Boarding
- Director, Head of Girls Boarding
- Boarding Administrator
- Director of Co-Curricular (Learning)
- Operations Manager - Services
- Co-Curricular Administrator
- Students
- Staff
- External contractors and organisations

POSITION DESCRIPTION

The following outline describes the key duties and accountabilities of the role; it is not exhaustive and may change to meet School priorities.

Key Word	Duties
Driving Duties	• Undertake school bus runs on a rostered basis, ensuring compliance with all road laws, licensing requirements, and relevant transport regulations. • Participate in the driver roster for excursions, co-curricular activities, and camps, maintaining a strong focus on student safety at all times. • Under the direction of the Transport Supervisor, assist in coordinating and facilitating maintenance of the bus fleet, ensuring vehicles meet all safety, registration, and compliance standards. • Conduct pre- and post-trip vehicle checks, reporting faults, hazards, or incidents in accordance with school procedures. • Work collaboratively to ensure all vehicles are maintained in a clean, safe, and roadworthy condition, both internally and externally. • Assist with the handover and induction of smaller vehicles to teaching staff, including providing guidance on safe operation and compliance expectations. • Undertake minor, non-technical maintenance tasks in line with safety guidelines and report any issues requiring specialist attention
General	• Comply with all School policies and procedures, including Work Health and Safety (WHS), Child Safe Standards, and risk management requirements. • Ensure the safety and wellbeing of students, staff, and passengers at all times, including adherence to duty of care obligations. • Maintain accurate records as required, including trip logs, incident reports, and maintenance documentation. • Attend all Transport staff meetings and relevant school professional development days as required.
Other duties	• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Operations Manager - Services

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Executive Director, Corporate & Governance. For day-to-day operational matters the position will be responsive to the directions of the Director of Operations.

SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

Essential Professional Criteria

- NSW Drivers Licence with either an LR or preferably an MR endorsement
- Clean driving record
- Experience in operating a bus service
- Demonstrated experience in a customer-focused work environment and a corresponding willingness to commit to an exceptional level of customer service.
- Ability to work in a dynamic team environment and proven ability to relate to staff
- Excellent level of communication and interpersonal skills.
- Effective time management skills.
- Excellent oral and written communication skills.
- First Aid qualification
- Work positively, to promote the ethos of Kinross Wolaroi School.

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS Committee recommendations.

APPOINTMENT CONDITIONS

This role is offered on a casual basis. The role may require attendance on School business at a variety of locations at any time of the day or week. The hours of work are subject to be anytime between 6:00AM to 6:00PM Monday to Sunday. Some work outside these hours may be required.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009* (Cth).

Remuneration will be according to *The Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021* (the Enterprise Agreement) as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Bus Driver is classified at Bus Driver Level 2(a) of the MEA. In 2025 the annual salary for the classification of Bus Driver Level 2(a) is $61,896.00 for a full time fraction plus Superannuation at the SGC rate. The casual hourly rate is $31.24 plus casual loading.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

APPLICATION

To make a confidential enquiry about the position, please contact Human Resources - Recruitment on (02) 6392 0300 or at recruitment@kws.nsw.edu.au

Application Checklist

Before submitting your application, please ensure:

- You have carefully reviewed the position description and you understand the role you are applying for. Ensure that the role is suited to your skills, experience and qualifications.
- You use the cover letter to provide insight into not only what you have achieved but also who you are. This is the School's first opportunity to assess your suitability for the position.
- You have addressed the Essential Criteria (2 pages maximum).
- Your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You have included at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

How to Apply

Applications will only be accepted by email to recruitment@kws.nsw.edu.au or via the SEEK website. Applications submitted after the closing date may not be accepted.

Employment Checks

Kinross Wolaroi School reserves the right to conduct, request and verify employment checks relevant to the position. These may include referee checks; verification of identity, employment history, qualifications and the right to work in Australia; Working with Children Check (WWCC) clearance verification; NSW Education Standards Authority (NESA) accreditation checks, where applicable; and other relevant background checks. Where lawful and reasonably required for the inherent requirements of the role, checks may also include a pre-employment medical assessment and drug and alcohol testing.

Any offer of employment may be conditional on the satisfactory completion and verification of the checks required for the position. Applicants will be advised of the checks required, and consent will be obtained where required before checks or assessments are undertaken. Referees will not be contacted without the applicant's prior agreement. Information obtained will be handled confidentially and in accordance with applicable privacy and anti-discrimination requirements, including consideration of reasonable adjustments where relevant.

Talent Pool

With your consent, your application may be retained in a talent pool for consideration for future vacancies or similar opportunities at Kinross Wolaroi School. Inclusion in the talent pool does not guarantee an offer of employment.