



POSITION DESCRIPTION

Title: COMMUNITY BUS DRIVER

Section: RECREATION AND COMMUNITY DEVELOPMENT

1. POSITION IDENTIFICATION

Title : Community Bus Driver

Classification : Level 5

Section : Recreation and Community Development

2. POSITION OBJECTIVES

- To provide bus driving duties, for programs that are run within the Shire of Coolgardie

3. REQUIREMENTS OF THE POSITION

- Collect & return bus from designated location and comply with security, keys & property protocols.
- Collect clients and transport as directed.
- Comply with all road rules and bus safety requirements
- Good verbal communication and interpersonal skills
- Ability to work flexible hours, including weekends and Public Holidays.
- Current Drivers Licence
- Pass a pre-employment medical and drug screen
- Provide a satisfactory National Police Clearance
- Working with Children's Check

4. KNOWLEDGE

- Sound knowledge of the townsites of Kambalda and Coolgardie.

5. **QUALIFICATIONS AND / OR TRAINING**

- Current LR Drivers licence or higher (LR, MR or HR)
- Reasonable verbal and written communication skills.
- Ability to work in a team environment.
- Experience with working with children.
- Current Senior First Aid.

6. **KEY DUTIES AND RESPONSIBILITIES**

- Collect & return bus from designated location and comply with security, keys & property protocols.
- Travel to Coolgardie Pool from Kambalda as designated.
- Collect clients and transport as directed action and attend to any incident, accident or emergency.

Occupational Health and Safety

- To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at workplaces.
- Proactively comply with all City OSH Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA OSH Act 1984, OSH Regulations 1996, all other relevant Regulations, Codes of Practice and Australian Standards.
- As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the OSH Act.
- Must report to their manager, supervisor, OSH Representative, HR and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- Actively promote and participate in the Work Injury Management Program
- Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

7. **GENERAL ACCOUNTABILITIES OF THE POSITION**

- Identify hazards and minimize risks that might compromise the safety of the community;
- Take reasonable care for the health and safety of all persons in the bus
- Follow all OSH policies, procedures and practices.
- Follow policies, procedures and practices that do not discriminate against individuals.
- Maintain good relations with the general public

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Director of Economic and Community Development
Supervisor of: Nil
Internal Liaison: Nil
External Liaison: General Public

9. EXTENT OF AUTHORITY

Operates under the direction of the Director of Economic and Community Development within established guidelines, procedures and policies of Council as well as statutory provisions of the various Acts and other Legislation.

10. SELECTION CRITERIA - ESSENTIAL

- Current LR drivers' licence or higher (LR, MR or HR)
- WWC, Working with Children Check
- Current National Police Clearance
- Current First Aid Certificate
- Good verbal communication and interpersonal skills.

EMPLOYEE ACKNOWLEDGEMENT

Name _____

Signature _____

Date _____