



THE  
**HAMILTON**  
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

## BUS DRIVER – NARACOORTE ROUTE

10.25 hours per week

Commencing the beginning of Term 1 2025

The Hamilton and Alexandra College is a leading regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

The College has a future-focused academic program that nurtures and develops the whole child, providing opportunities to pursue passions and achieve the highest standard.

The College is proud of its rich history of strong academic achievement and of the opportunities it offers.

### **Position**

The Hamilton and Alexandra College is seeking applications for a bus driver to join our team in 2025.

Shifts are generally Friday - 16:00-21:00 (5 hours) and Sunday - 14:30-19:45 (5.25) hours.

### **Purpose and Responsibilities**

It is expected that the successful applicant:

- Drive a school bus within a prescribed route in accordance with time schedules. Picking up and discharging students at designated stops.
- Maintain order and proper discipline of student passengers.
- Conduct safety and operational inspection of assigned vehicles.
- Report mechanical repairs when necessary.
- Fill the bus with diesel fuel and oil; check and, when necessary, fill the tyres.
- Maintain cleanliness of vehicle to ensure safe operating condition.
- Attend meetings regarding safety, first aid and training updates as required.
- Wash the bus as required.
- Conduct maintenance activities in accordance with the College's standard operating procedures and OH&S requirements.
- Contribute to a healthy and safe work environment for yourself and others and comply with College policies and procedures.

### **Requisite Skills and Experience**

#### **Essential Skills and Qualifications**

- Current (or ability to gain) Working with Children Check.
- National Police Check
- Current Medium Rigid driver's license (minimum)
- Drivers Log Book
- Experience working with children preferred.

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**WWW.HAMILTONCOLLEGE.VIC.EDU.AU**

**Senior and Middle Years** 1 Chaucer St Hamilton Vic 3300 E reception@hamiltoncollege.vic.edu.au P +613 5572 1355

**Junior School** Cnr Kent Rd and McArthur St Hamilton Vic 3300 E jsreception@hamiltoncollege.vic.edu.au P +613 5571 1066

Postal Address PO Box 286 Hamilton Vic 3300

ABN 87 006 456 266 ACN 006 456 266

## Desirable Skill

- Bus Driver Accreditation - (this will need to be obtained prior to starting)
- Proven work experience as a school bus driver or in a similar role.

## Attributes

- Calm and measured in all situations.
- Warm, positive, approachable, and respectful demeanour.
- Focused on solving problems and discerning the best solutions to meet the needs of the individual and the College in general.
- Reliable, truthful, sincere, and confidential.
- Ability to work to a schedule.

## Child Safety Requirements

- Be familiar with and comply with the school's child-safe policy, code of conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Understand and commit to Child Safe Standards.

## Communication Requirements

- Excellent written and verbal communication.
- Ability to communicate clearly with staff, parents and the wider community.
- Confident use of a range of technology.

## Remuneration

Level 2.2 Educational Services (Schools) General Staff Award 2020

## Applications

Applications should be submitted via email to [admin@hamiltoncollege.vic.edu.au](mailto:admin@hamiltoncollege.vic.edu.au). Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of three professional referees.

### Applications should be addressed to:

The Business Manager  
Mr Jason Bourke  
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

**Application due date: Monday, 9 December 2024** (*applications will be processed on receipt*)

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