

Position Description

Title	Bus Driver
Position Location	Various
Reports to	Director
Direct Reports	Nil
Classification	C&K Children's Services Enterprise Agreement
<p>The Crèche and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 330 early childhood education and care services located across Queensland. C&K acknowledges that each child and family has unique early education and care requirements and so we provide a range of different programs including childcare, kindergarten, limited hours and outside school hours' care.</p> <p>C&K reinvests our surplus to benefit children and educators across all C&K services. We are committed to and working hard to deliver on our vision – to be Queensland's pre-eminent provider of early education and care - while providing additional support and care to families and the wider community.</p> <p>C&K's purpose is to nurture and inspire children to succeed in an ever-changing world. The C&K team aims to ensure this principle is at the forefront of everything we do.</p> <p>Our values of: putting children first, respecting each other, working with integrity and striving for excellence in everything we do underpin the way that we work with our colleagues, partners, children, families and communities. These values guide us in building strong working relationships and help us to promote a working environment where our people are engaged, feel valued and are committed to C&K.</p>	
Purpose	The Bus Driver is responsible for driving a C&K bus ensuring the safe drop off and pickup of C&K children.
Key accountabilities	<ul style="list-style-type: none"> • Completing bus driving shifts (as required by the service and as per roster). • General cleaning of the bus (inside and out) – as required. • Refuelling the bus so that it is adequately fuelled each day. • Ensure the bus is appropriately maintained. • To comply with all C&K policies and procedures at all times. • A commitment to meeting and exceeding customer expectations. • To adopt and embrace the organisation's values. • To recognise and acknowledge the constraints that affect C&K and assist in making in necessary changes. • To ensure the environment is kept in a safe and hygienic state at all times. • To promote C&K to the local and wider communities. • A commitment to work as an effective team member. • To assist team members in understanding and responding to challenges, change and conflict. • To ensure that all communication is completed in a professional and polite manner. • To follow and practice correct fire and emergency evacuation procedures.

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ABN 59 150 737 849

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.

Key Selection Criteria

- Experience driving buses.
- A current Light Rigid Queensland Driver's Licence.
- Experience working with children is desirable.

Additional information

The successful applicant will be required to travel, as necessary. Hold a positive notice (Blue Card) working with children check; current First Aid and CPR; and a current Light Rigid Queensland Driver's Licence.

The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.

Workplace Health and Safety

Physical Job Demands Profile

Physical Factor	Frequency and Duration
Standing and/or walking	Frequent - performed for 1/3 to 2/3 of work day, 101-500 repetitions per day, or 11-63 repetitions per hour
Sitting	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Lifting	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Carrying	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Pushing and/or pulling	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Climbing	Rare – performed for less than 5% of a work day or less than once per day e.g. once per week
Bending and twisting	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Kneeling, crouching and squatting	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Reaching	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Handling and gripping – low items	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Handling and gripping – high exertion	Rare – performed for less than 5% of a work day or less than once per day e.g. once per week

Cognitive Job Demands Profile

Cognitive and Psycho-Social Factors	Frequency and Duration
Cognitive processing	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to time pressure, changes to work direction and/or reduced personal control of work	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to emotional situations	Occasional – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Communication	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Responsibility	Constant – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour

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