



THE HUTCHINS SCHOOL

Position Description

Bus Driver / Maintenance Assistant

Department:	Facilities
Location:	Whole School
Reporting to:	Facilities Manager
Industrial Instrument:	Educational Services (Schools) General Staff Award 2020, and The Hutchins School Education Support Enterprise Agreement 2024
Award Classification:	School Operational Services – Grade 2, Level 2.1

Background and context

The Bus Driver/Maintenance Assistant plays a key role in supporting the efficient operations of The Hutchins School by ensuring a safe, welcoming, and dependable bus transportation service for students and staff. The Bus Driver/Maintenance Assistant is an integral member of the School's Facilities and Maintenance Team, contributing to both transportation and facilities functions.

Key relationships

- Facilities Manager
- Facilities Coordinator
- Senior Bus Driver
- Facilities Team
- Heads of sub-schools
- Chief Operating Officer

Key accountabilities

Bus Driving

- Provide a safe, reliable and welcoming transportation service for students and staff from Hutchins and co-operating schools, to and from the School to defined local and intrastate destinations.



- Ensure appropriate behaviour by student passengers (refer Tasmanian Department of Infrastructure, Energy and Resources (DIER) Code of Behaviour for Passengers and Drivers’).
- Conduct defined pre-driving checks of bus and relevant safety equipment.
- Record student attendance on each bus run.
- Provide relevant passenger attendance lists to the Senior Bus Driver at the end of each shift.
- Ensure the inside and outside of the bus is maintained in a clean and presentable manner.
- Operating a bus in accordance with the standards required to maintain relevant licenses, accreditations, certifications, and/or registrations, and completing driving assessments as reasonably required.
- Strong ability to maintain focus while driving in conditions that may frequently or occasionally include:
 - heavy traffic,
 - adverse weather,
 - poor road surfaces, and/or
 - unexpected distractions both inside and outside the vehicle

Maintenance

- Assist the Facilities Co-ordinator with maintenance repairs as required.
- Undertake general maintenance duties such as painting, maintaining and repairing doorways, door hardware, lighting and handrails, cleaning litter from high volume areas.
- Undertake general garden maintenance.
- Deliver goods to various points within the School.
- Undertake audits and reporting of various infrastructure throughout the School.
- Other duties as determined by the Principal.

Position criteria

- The ability to drive a public passenger vehicle by holding a current Light Rigid Vehicle License as recognised by the Tasmanian Department of Infrastructure, Energy and Resources; or the ability to acquire such a license.
- Demonstrated ability to relate to and successfully engage with children.
- A current first aid qualification such as HLTAID003 Provide First Aid or ability to obtain such a qualification.
- Proven knowledge of and experience with general maintenance techniques.
- Demonstrated ability to work productively and collaboratively with others in a small team environment.

Supporting the safety of children and young people

The School is committed to upholding the Child and Youth Safe Standards and the Universal Principle for Aboriginal Cultural Safety. The protection of children and young people who attend our programs and services is our highest priority.

As an employee of The Hutchins School, you are required to:

- undertake and provide the School with a National Police Check;



- hold and provide evidence of current Registration for Working with Vulnerable People (RWVP); and
- meet the standards for child safety, conduct and professionalism outlined in our:
 - [Practice and Behaviour Standards](#);
 - [Code of Conduct](#);
 - [Safeguarding Children and Young People Policy](#); and
 - [Safeguarding Children Reporting Policy](#).

The Hutchins School is committed to providing a safe, respectful and caring environment for all children and young people. To support this, all members of the school community are expected to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your care;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse by members of the community to 'Strong Families, Safe Kids';
- report any suspicions, concerns, allegations or disclosures of alleged abuse by staff to the School; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. All workers at The Hutchins School are required to:

- take reasonable care for your own health and safety.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

Our values

As a community, we aspire to be people of integrity. All employees at the School are expected to model the School's values of humility, kindness, courage and respect.