



Position Description

Position Title:	Fleet Driver
Responsible to:	The Principal
Reports to:	Fleet Manager
Key Stakeholders:	Students Parents Principal and Executive Boarding Staff Academic Staff Co-Curricular staff (e.g. Sport) Operations Staff Reception
Overview:	Drivers are responsible for the operating of all vehicles in the School's fleet in a way that ensures the safety of themselves, their passengers and the public. Drivers are required to do this in a manner that abides with the Roads and Maritime, and the School's Code of Conduct and WHS Policies and Procedures.
Duties & Responsibilities:	Ethos - Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents, and staff. - At all times promote the School's Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment. - Support the School's core values of Selflessness, Inclusiveness, Resilience and Integrity. Duties and Responsibilities - Drive allocated vehicles according to the daily schedule - Ensure the care, safety and comfort of both students and staff - Drive the vehicle economically and carefully in accordance with relevant road laws - Report all incidents, accidents or near misses to the Fleet Manager and as per the School WHS Policy - Report all student misbehaviour to the Fleet Manager - Report any damage, defect or repairs needed to the vehicle to the Fleet Manager - Accurately complete all necessary documentation required by the Fleet Manager - Complete vehicle pre-departure checks - Maintain fleet vehicles to a high standard of cleanliness, inside and out - Report to the Fleet Manager, any matters relevant to the currency of your driver's licence - Report to your manager any health or other issues that may affect your fitness to drive - Follow all school policies and procedures and safety instructions - Participate in training and staff meetings as required - Any other duties as reasonably required by the Principal or their delegate.
Qualifications, Skills & Experience:	- Current Working with Children Check - Current HR driver licence - Current First Aid Certificate - Experience driving buses with 25 or more passengers in compliance with transport regulations - Ability to maintain basic records and compile basic reports - Experience in vehicle detailing and maintaining vehicle condition

Health, Safety & Wellbeing:	In accordance with the Workplace Health & Safety Act 2021, Employees must: • While at work take reasonable care for their own health and safety • Take reasonable care for the health and safety of others • Comply with any reasonable instruction from Calrossy • Follow defined WH&S policies and procedures of the school	
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate: 1. Current unencumbered heavy vehicle licence (min. HR), First Aid Certificate and Working with Children Check (or ability to obtain one). 2. Describe your bus driving experience and understanding of the relevant road, transport and safety requirements when transporting passengers. 3. Describe your experience in maintaining vehicle records, such as pre-start checks, log books, incident reports, including computerised or digital record keeping. 4. Describe your experience and ability to maintain the operation and presentation of fleet-type vehicles. 5. Describe how would you support the Christian Ethos of the School whilst undertaking your duties.	
Conditions of Employment:	Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi Enterprise Agreement 2025
	Work Type	Permanent / Temporary Full-time/Part-time
	Days and Hours of Work	Monday to Friday, 38 hours per week (full-time equivalent) Occasional after-hours and weekend work during school term
	Classification	School Operational Services – Level 2
	Salary	\$62,836- \$67,264 (Full-time Equivalent)
	Location	Brisbane Street Campus
Campuses:	Brisbane Street Campus (Senior 10-12 and Boarding) 140 Brisbane Street PO Box 1245 Tamworth NSW 2340	William Cowper Campus (Junior P-6 & Middle 7-9) 242 Moore Creek Road Tamworth 2340