

Position/Job Description: Bus Driver

About Us

Playford College is an Islamic independent co-educational school and rapidly growing Foundation to Year 12 school with over 550 students. The College strives to provide a safe and inclusive environment that supports the well-being of all children from all backgrounds. The College continues to build a team of dedicated staff who are keen to work in an environment that strives to support children to be the best they can be, academically, spiritually, physically and socially.

Position

We currently have an opportunity available for Bus Drivers to join our team. Playford College provides transport to and from school for a large number of our students and is seeking bus drivers for an immediate start.

Personal/Professional Qualities

- Strong communication skills
- Punctuality
- Reliability
- Strong people skills, with the ability to work with a range of people
- Friendly and helpful manner
- Skills in prioritising workloads and meeting deadlines
- Strong problem-solving skills
- Ability to handle sensitive matters in a confidential manner
- A good sense of humour and care for others
- Professional and personal integrity
- Flexible and open to change

The successful applicant must meet all of the following criteria:

- Valid manual driver's license (LR, HR or MR).
- Valid Working with Children Check (WWCC) Card or be willing to apply for one
- Good driving history
- Willing to obtain a national police clearance, upon request
- Willing and agreeable to comply with all College policies and procedures
- Willing and agreeable to meet the required dress standards

If you meet all of the above criteria, enjoy driving and working with children, and have a caring and positive personality we would love to hear from you.



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The successful applicant will join a team of drivers and support staff who are responsible for ensuring the safe and timely transport of our students to and from school on a daily basis during school terms. The successful applicant will be hired on a relief/casual basis initially with potential to move to permanent part-time.

Our Bus Drivers are required to safely transport students to school in the morning and home again in the afternoon (ie, on a broken shift basis).

The work mostly requires approximately 4 hours per day (broken into two shifts per day) during school terms only.

Application Closing Date:

Monday 29/01/2024

If you would like to be considered for this position at Playford College, please email your application to jobs@playfordcollege.sa.edu.au



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Application Declaration

(Teaching and General Staff positions)

This form must be attached to all applications and all areas must be completed.

Section A: Personal Details:

Title: _____ First Name: _____ Surname: _____

Email: _____ Preferred Telephone: _____

Address: _____

Suburb: _____ Post Code: _____

Australian Citizen: _____

Current DCSI or WWCC: _____ Ref # _____ Expiry: _____

Teacher Registration (if applicable): _____ Ref # _____ Expiry: _____

Mandatory Notification (RAN): _____ Provider: _____ Date completed: _____

First Aid: _____ Course name: _____ Date completed: _____

Section B: Position Details

Position applying for		
Application closing date		
Relevant Formal Qualifications (eg Dip Ed, B.Ed, Cert IV etc.)		
Current position held and years of service		
Notice period required		
Referees (Please provide at least 3 professional referees, including their name, company/school, position, contact number and relationship to you)		

Section C: Declaration

Please respond (Yes/No) to the below questions and sign the declaration at the end of this form:

Have you ever been investigated, charged, arrested or found guilty of any criminal offence? (Indicate 'no', where an expiation notice only was received)	
Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory performance?	
Have you ever or are you currently the subject of an investigation or any other process relating to unsatisfactory performance or misconduct by you as an employee?	
Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other service?	
Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?	
(If applicable) Do you have any conditions on your SA Teachers Registration?	

Please note: if you answer 'Yes' to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)

If you chose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Deputy or Principal to discuss.

☐ I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Deputy and Principal and myself.

Please note: If you request a meeting you must submit your application at least one week prior to application closing date.

Declaration:

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered the Employment Declaration Form truthfully.

Signed: _____

Date: _____



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Section D: Checklist (documents to be included in your application)

- Playford College Application Declaration (signed and dated) ☐
- Cover Letter / Application ☐
- Current Resume ☐
- Teachers Registration (if applicable) ☐