

Duty Statement

Title of Position: Transport Coordinator

Type of Appointment: Part Time commencing Term 3 2024

1 Context

Established in 2001 in a picturesque setting in Caloundra on the Sunshine Coast, Pacific Lutheran College is a leading K-12 learning community that is innovative, dynamic and progressive. Firmly underpinned by the values and traditions of excellence of Lutheran Education in Australia, students have achieved outstanding success in the academic, sporting and cultural dimensions of their lives. Enrichment programs in all three areas have enabled students to explore their potential.

Pacific has established a strong academic culture, which promotes thinking, deep understandings and creativity based on the learnings of Harvard's Teaching for Understanding and Visible Thinking frameworks. The synergy of these programs with the research of positive psychology and Lutheran theology provides for a rich whole of life learning culture.

Unique experiences provided through the College's excellent outdoor education, pastoral care and personal development programs, and the opportunities provided through academic, sporting and cultural learning, support an enriching whole of life education. Active involvement in local and international community service projects broaden young people's world view and sense of efficacy.

Our staff take advantage of flexibility in physical and virtual spaces to support an increasingly personalised approach to learning for our young people. Pacific has a seamless curriculum across Kindergarten to Year 12 with teams of teachers working across the four subgroups of the College. Staff are expected to learn collaboratively to contribute to a whole school approach as they lead learning in the Foundation College (Kindergarten-Year 2), Junior College (Years 3-5), Middle College (Years 6-9) and Senior College (Years 10-12).

Salary and related conditions are in conjunction with the Lutheran Schools' Enterprise Agreement 2020.

2 Role Description

Reporting to the Operations Manager, the role of Transport Coordinator leads the day to day running, management and monitoring of the school transport services. The position requires an energetic and reliable person with great communication skills who rises to the challenge of solving operational issues with the ability to work both independently as well as part of a team.

As a staff member within a Christian school the Transport Coordinator will be expected to support and contribute to the growth of a strong Christian faith community through personal example and professional leadership.

As well as having overall coordination responsibility, the person is expected to transport students to and from school and on designated excursions and other trips and ensure the bus is satisfactorily maintained.

Roles and duties may be adjusted through negotiation in response to the changing demands of the position and associated roles.

A key part of this position is the maintenance of a professional, positive and productive learning and work environment that maximises opportunity for student learning and community engagement. To this end, the incumbent will be expected to operate with a high degree of professionalism in keeping with the College's policies and procedures. In particular, the following professional behaviours will be expected:

2.1 Strengthening Lutheran Identity

2.1.1 Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership. This may include participation in staff worship activities, devotions and retreats.

2.1.2 Supporting the Lutheran ethos of the College.

2.2 Enhancing Excellence in Learning

The Transport Coordinator is expected to:

2.2.1 Coordinate the safe and efficient provision of transport to support the people and programs of the College.

2.3 Engage in Ongoing Improvement and Innovation

The Transport Coordinator will be committed to ongoing improvement and innovation by:

2.3.1 Engaging in ongoing professional learning to update knowledge and practice targeted to professional needs and College priorities in the areas of responsibility.

2.3.2 Engaging in reflection, collaborative planning, monitoring and review and contribute to professional discussion with colleagues in a range of forums to evaluate practice directed at improving knowledge and practice.

2.3.3 Providing a source of advice to the Operations Manager, Business Manager, Principal and the College Council Property Committee in regard to the provision of transport requirements.

2.3.4 Undertaking investigations and generate reports on transport related matters to improve transport provision within the College.

2.4 Community Building

The Transport Coordinator has an important role in the building of community through the following:

2.4.1 Promoting and valuing the College as a rich and effective learning community within the College and in the broader community.

2.4.2 Establishing and maintaining a culture of excellence that includes a warm, welcoming environment and exemplary support and service to all stakeholders – families, students and staff. This includes a responsiveness in communication with parents, staff and community members.

2.4.3 Actively support the wellbeing initiatives of the College.

2.4.4 Adhering to the College's Code of Conduct and acting professionally at all times when dealing with students, staff, parents and members of the community.

2.4.5 Maintaining a positive work environment through support of bus team members, flexibly adjusting to changing demands of the work environment. This would include the sharing of tasks.

2.5 Leading Effective Organisation and Management

The Transport Coordinator will be responsible for the following:

Key Responsibilities

- Provide daily supervision and direction to all bus drivers to ensure operating rules and procedure, safety regulations, transport legislation and driving standards are met to the highest standard.
- Ensuring all drivers are aware of and work within Work, Health and Safety policies and procedure at all times.
- Supporting the bus driving team to ensure a high-quality service is being provided and outcomes are being met in terms of staff conduct, customer satisfaction and safety.
- Support the HR and Compliance Officer through the leadership of work place health and safety in areas of responsibility including ensuring safe work places and practices, hazard and incident reporting, training of staff, risk assessment and mitigation, investigations, policy development and creation of documentation and leading driver compliance, ensuring the College is compliant with the transportation accreditation and legislation at all times.
- Performing driving and scheduling responsibilities, ensuring high level of customer service, and a safe driving manner.
- As a driver and Coordinator, ensure that all drivers follow the following protocols:
 - Ensure all students are accounted for at all times. In the event of a breakdown, supervising students until such time as a parent or guardian can pick up the student or alternatively, permission is given for the student to leave the bus.
 - At the end of every shift ensure all buses are locked and secure.
 - Adherence to the route timetable precisely and only leaving the designated stop at the allocated time.
 - Ensure all buses are kept in a clean and presentable manner.
 - Operating the bus in a safe and courteous manner ensuring all traffic laws are obeyed.
 - Manage student behaviour during trips including reporting any breaches of the code of conduct by passengers.
 - Maintain any logbooks and other records as required.
 - Represent the College in a professional and positive manner.

- Attend any meetings and professional development as required by the College.

Logistics

- Ensuring that all vehicles are adequately maintained and are in a roadworthy condition. This includes daily documenting and reporting of any defects requiring repair in a timely manner.
- Ensure all Buses have sufficient fuel and are ready for service at any given time.
- Liaise with the College's contractors regarding any maintenance issues that arise including transportation of vehicles and inspection of the work carried out.
- When necessary, contacting relief drivers to ensure the bus services can continue as far as practical.
- Liaise with the Business Manager should a route need to be cancelled once all other options have been exhausted.
- Implement and maintain a preventative maintenance program for the College fleet to minimise any downtime of vehicles.
- Monitor inclement weather conditions and forecasts to ensure timely recommendations are provided to the Business Manager particularly in flood prone areas.
- Scheduling regular servicing in accordance with manufacturers specifications and well as any ad hoc repairs as required.
- Ensure all safety related equipment is stored and checked in accordance with any legislation requirements as well and the College's policies and procedures.
- Assist in any route planning or changes including planning for future years.
- Plan, lead and document meetings for bus drivers to improve knowledge, skills, service and compliance.
- Perform other duties as nominated by the Business Manager from time to time.

2.6 Work Place Health and Safety

Effective implementation of the School's Workplace Health and Safety Manual requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

All Academic and Ancillary staff must:

- 2.6.1 Perform work safely in accordance with the training (induction and annual) they have received and report substandard work conditions or practices.
- 2.6.2 Follow lawful written and verbal workplace health and safety instructions issued by managers and supervisors and observe all warning signs and notices.
- 2.6.3 Report all personal injuries immediately to the supervisor and appropriate School delegate.
- 2.6.4 Co-operate with and participate in all activities to make the work environment safer and healthier.
- 2.6.5 Maintain good housekeeping standards at all times.
- 2.6.6 Observe all warning signs and notices.
- 2.6.7 Ask for specific instruction regarding the hazards associated with performing tasks which may not be completely familiar.
- 2.6.8 Wear clothing and footwear appropriate to their job and use all personal protective devices specified and/or routinely expected for that job.
- 2.6.9 Operate specified plant and equipment, e.g. motor vehicles, cranes, etc, only if properly trained and authorised to do so.
- 2.6.10 Not wilfully or recklessly interfere with anything that might harm the health and safety of themselves and others.
- 2.6.11 Not attend work under the influence of alcohol or illegal drugs. Employees taking any medication must follow the directions of use and report to their Supervisor if this substance may interfere with their performance at work.
- 2.6.12 Assist with Risk Assessments and Accident Investigation Reports when requested to do so.

3 Selection Criteria

As a key leader, the successful candidate will need to demonstrate or have the ability to demonstrate capacity to develop the capabilities described below.

- SC1 Demonstrated skills which reflect the ability to support the Christian ethos of the College.
- SC2 Demonstrated professional skills in the leadership of bus drivers, maintenance activities, and contractors including the training of staff and maintenance of relevant records.
- SC3 Demonstrated professional skills in the planning, management and evaluation of all elements of the role including the implementation of legislative requirements as they pertain to Work Place Health and Safety and work practices. The ability to prioritise competing tasks and to establish and implement systems that ensure timely and predictable processes are employed to maintain the safe and effective operations of the College. The ability to maintain appropriate records to comply with government, system and school accountability processes. Digital technology skills relevant to the role will be expected.
- SC4 Demonstrated ability to use highly developed interpersonal skills to build positive relationships and to communicate warmly and effectively with staff, parents, students, contractors and external organisations/key stakeholders to ensure high quality service provision. The successful applicant will have highly developed verbal, nonverbal and written communication skills.
- SC5 Demonstrated levels of confidence, flexibility, independence, teamwork, organisation, time management, innovation and persistence required to fulfil the requirements of the role and maintain a positive culture. A commitment for ongoing learning will be required.

4 Knowledge and Qualifications

Possess, or be eligible to obtain, relevant qualifications in the areas of grounds, maintenance and building and or work place health and safety such as:

- Current MR class drivers' licence in Queensland.
- Maintain driver authorisation with Queensland Transport.
- Maintain a Working with Children Suitability Card.
- Maintain a current First Aid certificate.
- Experience in driving a 25-seat bus or larger.
- Experience in a similar role.

5 Conditions

Salary and related conditions are in accordance with Ancillary Staff Level 3 of Queensland Lutheran Schools Single Enterprise Agreement.

Please feel free to contact the Business Manager in relation to any queries regarding your application.

Applicants should address the selection criteria and include a resume with two referees and forward their application to Mr Ryan Lovell, Business Manager, Pacific Lutheran College, via email to hrofficer@pacluth.qld.edu.au by 4pm Wednesday 10th July.