



NOWRA ANGLICAN COLLEGE

Casual Bus Driver

Who we are, and what we commit to:

Respect | Compassion | Wisdom

Nowra Anglican College is a respectful community grounded in Christ's compassion, learning to live with wisdom.

Mission

To provide a high quality Christian education with a welcoming community where all individuals are valued and belong.

As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.

Our Vision

To be a community of learners, living and serving in Christ's world.

Position Overview:

The casual bus driver will work within the Administration Team to provide casual bus services to Nowra Anglican College.

The three key functions of the role are:

People - To provide bus services to students of the college

Process - Drive the College bus route as directed

Communications - Communicate with School Services Team to ensure new students are accommodated on the College bus route

The School:

Nowra Anglican College is a dynamic P-12 school located in the beautiful Shoalhaven. The College is in an exciting stage in its life, experiencing rapid growth as it implements its strategic plan to foster high-quality learning and the development of the whole child.

The area is a fast-growing regional centre in NSW with a diverse range of employment and recreational activities and services. Locals enjoy an all-encompassing coastal lifestyle with easy access to both the mountains and beaches.

Position	Casual Bus Driver
Appointed by	Principal
Responsible to	Community Relations Coordinator
Key working relationships	Property Team, School Services, Administration Team, Students and Parents
Last updated	February 2026
Involvement in the Life of the School	<p>The Casual Bus Driver will be a member of the Administration Team are required to:</p> <ul style="list-style-type: none"> • Attend Staff Devotions. • Attend other staff meetings and committee meetings when required. • Perform other duties that are deemed appropriate by and in negotiation with the, Business Manager or Principal, as required from time to time.
Duties - People	<p>The Casual Bus is expected to contribute to ensuring that the College is a welcoming community where all individuals are valued and belong.</p> <ul style="list-style-type: none"> • Ensure that staff, students, parents and the wider community have a positive and welcoming experience • Ensure confidentiality of sensitive information and uphold the College's Privacy Policy.
Duties - Process	<p>The Casual Bus Driver will:</p> <ul style="list-style-type: none"> • Drive the College bus route as directed • Maintain accurate bus schedules and student listings • Drive for local excursions as requested by staff managing <i>Variations to Routine (VTR)</i> activities <p>Events</p> <ul style="list-style-type: none"> • Assist the Property Team when directed to ensure events are set up and pulled down <p>General Maintenance</p> <ul style="list-style-type: none"> • Perform general maintenance as directed by Property Team <p>Other</p> <ul style="list-style-type: none"> • Perform other duties as directed by the Director of Business

Duties - Corporate	<ul style="list-style-type: none"> Contribute to and maintain the College's reputation, ethos and values with colleagues, students and the wider community. Model and uphold a high standard of professional behaviour.
Key Selection Criteria	<ul style="list-style-type: none"> Supportive of the Christian ethos and independent nature of the College within the context of the vision, mission and values of The Anglican Schools Corporation as demonstrated by active participation in their local church (reference required). Interaction with others in ways that are consistent with Christian beliefs and values. The Bus Driver will require a Medium Rigid Drivers Licence and a Bus Driver Authority Card from the Department of Transport (NSW). Good organisational and time management skills. Good interpersonal and communication skills. National Police Check Required WWCC Check
Workplace Health and Safety	<p>The Casual Bus Driver will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practices to the Health & Safety Committee.</p> <p>They will be relied upon to maintain accurate records relating to student incidents in the school.</p> <p>They will be expected to reflect upon incidents and identify risks within the College.</p>
Working with Children Check and National Policy Check	<p>The Casual Bus Driver will have Paid Employee Working with Children Check clearance and comply with all relevant policies relating to Working with Children. And National Police check</p>
Performance Review	<p>All members of staff will undertake an annual Performance Review which is designed to strengthen workplace relationships, career development and effective workplace participation.</p>
Hours of Work	<p>The hours of work will be during the School Office open hours from 8:00am to 4:06pm, Monday to Friday.</p>
Name of Position Holder	
Signature of Position Holder	
Date	
Signature of Supervisor	