

# POSITION DESCRIPTION

<b>Position Title</b>	Community Bus Driver
<b>Department/Section</b>	Planning, Environment & Urban Services
<b>Reporting to</b>	Executive Manager, Environment, Sustainability & Compliance
<b>Location</b>	65 Homebush Road, Strathfield
<b>Grade</b>	6

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## Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

## Organisational Structure

### Section

The Environmental Services Section is responsible for achieving the planning and delivery of projects, programs and services to support the Council and wider community and become more environmentally sustainable through the implementation of Council's programs, policies and plans.

### Position

The Strathfield Connector is a sustainable transport initiative that encourages people out of their cars and into the community on a convenient, friendly bus system. For many the service is also a social connector as it provides community members with an opportunity to get out of the house and connect with other people.

## Work Health and Safety (WHS) responsibilities

The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

- Carry out duties in a manner which does not adversely affect their own health, safety and welfare or that of fellow workers or members of the public.
- Cooperate with measures introduced by Council in the interests of workplace health, safety and welfare.
- Undertake any training provided in relation to occupational health and safety and correctly use any information, training and personal protective equipment and safety devices provided.
- Immediately report any matters or any condition which threatens their safety, the safety of fellow workers or members of the public to their relevant supervisor.

- Take, where necessary, immediate corrective action where there is a threat to health and safety. Further, report and document any corrective action that may be necessary to supervisory staff.
- Comply with the requirements of the Council's Return to Work program.
- Participate in accident investigations.
- Take all reasonable measures at all times to ensure safe working procedures and correctly use any personal protective equipment applicable to the task to be carried out.

### **Key Responsibilities**

The Strathfield Connector Bus Driver is responsible for operating a passenger vehicle carrying up to 24 passengers safely and efficiently, and picking up and dropping off passengers on 2 defined routes, within a defined timetable. The bus driver must ensure order, safety and security on the bus and comply with all laws, regulations and rules of conduct at all times.

The position is also responsible for delivering a high level of customer service when providing information to passengers and the general public.

Undertake daily maintenance checks of the assigned vehicle and report defects, inspect and monitor general conditions of the passenger vehicle, perform basic mechanical support duties and report and record information, as required.

### **People Leadership**

- Role model the Strathfield Council's values and behaviours.
- Engage in regular feedback with all team members.
- Communicate regularly with the Coordinator both formally and informally.
- Be aware of the well-being of the team.

### **Operational**

- Learn, promote and ensure compliance with Council Work Health and Safety policies and procedures and service operational procedures.
- Prioritise WHS in meetings, reviews and within team activities.
- Document and communicate WHS issues to the HSJ Coordinator.
- At all times comply with the requirements of Transport for NSW, Roads and Maritime services and Strathfield Council.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services and advice in a courteous and efficient manner.
- Abide by Council's Code of Conduct for bus drivers.
- At all times wear the uniform provided by Council.

### **Business Performance**

- Perform all duties in a healthy and safe manner and take reasonable care for the health and safety of other persons in the workplace.
- By way of attitude and demeanour, promote the image of Strathfield Council, as a customer responsive organisation and in particular promote the image of the bus service as welcoming and user-friendly.
- To report all safety, security, driving and customer service incidents to the Coordinator as soon as possible, in accordance with defined procedures.
- To ensure all safety accidents/incidents are reported using Council's reporting procedure.

\*\*\* Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).

### **Essential Criteria**

- Demonstrated successful experience as a bus driver of a public passenger vehicle.
- Demonstrated excellent driving history.
- A valid NSW MR or HR licence.
- Current NSW Drivers Authority issued by Transport NSW or equivalent.
- Demonstrated successful experience working within a customer service environment.
- Able to work as part of a team.

### **Capabilities and Knowledge**

- Knowledge and understanding of bus operations and the ability to operate vehicles safely.
- Demonstrated experience in effective communications with a range of stakeholders.
- Demonstrated ability to act with integrity at all times, with all stakeholders.
- Demonstrated problem solving, customer service, decision making and conflict resolution skills.
- Demonstrated commitment to EEO, WHS and ethical practice principles.
- Be in, and be able to maintain, a high standard of fitness and health.

### **Desirable Criteria**

- Knowledge and understanding of local government.
- A general knowledge of the area including streets and suburbs of Strathfield Municipal Council.

### Approval of Position Description

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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***Position Description reviewed:*** February 2021