



Position Description

## Bus Coordinator

Position title	Bus Coordinator
FTE	Full-Time
Category	Category C

## Role Description

The Bus Coordinator support the smooth coordination of all College bussing operations in alignment with *The Assumption Way* and the Marist values of service, presence, and community. This role provides essential administrative and logistical support across College chartered bus service and other specific events and excursions. Helps ensure a well-planned, compliant, and meaningful experiences for students, families and staff. They are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

## Key Areas of Responsibilities

- Coordination of chartered bus services, working with a high level of communication, and interpersonal skills with an ability to interact constructively and collaboratively with all staff, parents, students, external bus providers and other key stakeholders
- While there are specific responsibilities in this role, this position is also an integral member of the broader administration team and collectively shares the responsibility for smooth operations of the College

## Key Duties

- In collaboration with the key stakeholders, coordinates the bussing requirements of the College including all academic, and extra-curricular requirements.
- As part of the end-to-end management of the College private bus service, ensures students are allocated to most appropriate bus and organises services (scheduling and routes) accordingly
- Main point of contact for internal and external stakeholders with regards to bussing. Including monitoring daily bus routes, addressing parent, student and staff queries
- All administration duties for the College's bussing scheduling, including issuing passes, issue resolution and dissemination of information to all relevant parties.
- Liaise with the Finance Team in regard to Bus fee management. Manage other aspects of the bussing service including conveyancing allowance

- Provide analysis and ongoing review of bus routes, utilisation, applications and interest to key stakeholders, along with recommendations for improvement
- Backup point of contact for internal and external stakeholders with regards to reception and reception coverage
- Provide a welcoming and professional “first point of call” in College Reception and in communication with all stakeholders
- To be conversant with the College administration systems and recommend, develop and implement improvements to the system
- Foster a strong and enthusiastic team culture that promotes a customer focus and a flexible supportive approach
- In being both proactive and responsive to changes in the College’s operating environment, from time to time, to perform other duties as directed by the Principal or members of the College Executive

## Membership

- Administration Team

This role to work **in collaboration with:**

- College Executive
- Registrar
- Operations Team
- Administrative Team

## Key selection criteria

### ***Skills and Experience***

- Relevant experience/skills required to perform relevant administrative duties
- An ability to use own initiative/work ethic in carrying out tasks that need to be done with minimum of supervision
- An ability to deal and liaise professionally with staff on a range of matters associated with the bus operations of the College
- Have the ability to deal professionally with parents and other stakeholders and offer support when required
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure
- Experience working with various administrative systems, Microsoft Office and other software programs
- Demonstrating flexibility and adjusting approach to meet priorities in a dynamic environment

- Proven commitment to continuous improvement and service excellence, with a positive attitude to change, new idea and innovation
- The successful applicant must hold a current driver's license and current Victoria Police Check and a Working with Children's Card