



BOARD OF TRUSTEES

JOB DESCRIPTION

Job Description for:	Paul Harrison
Position:	Fixed Term Teacher Aide
General Objectives:	To drive the school van
Responsible to:	Principal and Board of Trustees
Term of Job Description:	2022
Hours of Employment:	6 hours per week 3.10pm – 4.10pm daily 1pm and 2.45pm pick up and drop off on Thursdays to Rotorua Intermediate 30 minutes for petrol and weekly van clean or vehicle maintenance.

OBJECTIVES:	KEY TASKS:
1. SPECIAL CHARACTER	<ul style="list-style-type: none"> ● To work as a member of a team, contributing to the total purpose of the school. ● To be an appropriate role model for the students ● To adhere to the Christian special character of the school
2. GENERAL DUTIES	<ul style="list-style-type: none"> ● Be punctual when following school van timetable. ● Follow weekly plan for pick up addresses ● Be actively communicative for changes in pick up/drop off times due to parent schedules. These will be given to you in person either in the morning or in the afternoon before leaving for the run. ● Ensure that the WOF is up to date. Please let the office staff know 2 weeks before expiry date. ● Ensure that the RUC is up to date. Please let the office staff know 2 weeks before expiry date. ● Ensure that your personal drivers licence is current. Please let the office staff know 2 weeks before expiry date. ● Pick up and drop offs on Thursday afternoons at 1pm and 2.45pm for Technology for Year 7 and 8s to Rotorua Intermediate front office. ● Ensure the van is readily available for any school programmes when requested. ● Report any behavioural issues with student, time, date and brief description of incident in the School Van book.
3. VAN RUN	<ul style="list-style-type: none"> ● Display the magnetic SCHOOL sign on the van. ● Record vehicle log information in the Vehicle log book daily. ● Ensure you are on the side of the road where the student lives e.g either pulled into the driveway or by the side of the road. The student should not have to cross the road at any time. ● Students are to have their seatbelts on at all times ● Students 8 years and under are using a booster seat (as provided by their parent) ● Students are to keep all belongings and body inside the vehicle. No hands or heads are to outside of the van. ● Students are to follow the school rules and be respectful at all times. If you have any concerns please record them and report them to the Principal.
4. WEEKLY VAN MAINTENANCE CHECK	<p>Should you have any issues please record them in the School Van book and report these to the school office.</p> <ul style="list-style-type: none"> ● Completely fill van with diesel. ● Check tyre pressure. ● Check oil. ● Check water. ● Clean vehicle

	<ul style="list-style-type: none"> • Check all seat belts for damage and that they are in working order. • Check exterior of van for damage. • Check interior of van for damage. • Clear out rubbish from inside the vehicle. Sweep inside if needed and keep in a general clean manner. Mop if necessary. • Clean outside of vehicle.
5. OTHER DUTIES	<ul style="list-style-type: none"> • To undertake any other duties from time to time as directed by the Principal

General: Each Volunteer will:

- preserve confidentiality;
- display patience, understanding and discretion;
- abide by the Special Character of the school

Signed: _____ Lanea Strickland, Principal

Signed: _____ Paul Harrison, School Van Driver

Date: