



Position Available

Casual Bus Driver

Commencing January 2026



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About Heritage College Lake Macquarie

Heritage College Lake Macquarie (HCLM) is an Independent, co-educational K-12 Christian school located in the growing Lake Macquarie area of Morisset. HCLM staff are responsible for supporting the college to deliver educational services that are effective in preparing every child to meet the challenges of a changing world with courage and confidence. You will play a key role in the delivery of services that support the College to develop in students the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

About the Role

The School bus driver is responsible for transporting students to and from school and excursions and to sporting events and other activities. We operate several routes servicing the areas around the western side of Lake Macquarie during school term time.

This position is for a casual bus driver to cover shifts in our roster. For a suitable candidate this could lead to driving on school days as part of a broken shift pattern (minimum 20 hours a week). This is an exciting opportunity to become involved in the Heritage College community.

Selection Criteria

- Drive legally and safely and able to show evidence of a good driving record
- Demonstrate the ability to complete and document pre-trip bus safety checks
- Demonstrate an understanding of how to safely drive a bus with passengers on board
- Able to drive to a designated route as set by the College
- Willing and able to clean a bus (internally and externally)
- Willing and able to integrate into the ethos of the College

Key Personal Qualities

- Calm, courteous and amiable personality;
- Ability to communicate clearly with staff, students and parents;
- Able to retain confidentiality;
- Ability to work as part of a team;

Skills and Ability

- a good sense of direction; knowledge of the local area is an advantage
- the ability to work with people from a range of backgrounds;
- excellent driving skills and a knowledge of defensive driving techniques;
- good problem-solving skills;
- good communication and people skills.

The successful applicant will also have a warm and welcoming disposition, excellent interpersonal and communication skills, and a demonstrated ability for self-directed work, flexibility, creativity and attention to detail.

Requirements for work

- Ideally hold a Medium Rigid (MR) licence or above
- Hold a current Working With Children Check, or be willing to gain one

How to Apply

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position.

Applications should be submitted via email to James Lynch at applications@heritage.edu.au

Details of at least two referees will be requested from the successful applicant.

Applications close:

Friday, October 17th 2025