



Position Description	
Position Title:	DUMAWUL Bus Driver
Location:	Bendigo
Term:	Casual
Classification:	
Reports to:	DUMAWUL Manager Opportunities
Other:	Djaara-identified position

Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.

Dja Dja Wurrung Enterprises Pty Ltd

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) is a company solely owned by Dja Dja Wurrung Clans Aboriginal Corporation. Trading as DJANDAK, DUMAWUL and DJAKITJ we provide an expansive range of commercial natural resource, food and fibre, Cultural tourism, education and design services aligned to the aspirations and rights of the Dja Dja Wurrung as the recognised Traditional Owners of an area of Central Victoria.

Position Overview

The DUMAWUL Bus Driver plays an important role in supporting the safe and professional delivery of cultural education and tourism activities. This role ensures all transport is carried out safely, efficiently, and in line with regulatory requirements. By managing transport logistics, the Bus Driver enables Cultural Educators to focus on delivering high-quality, culturally grounded experiences. A culturally aware approach, respect for Country, and strong community connection are central to this role

Reporting Relationships

The position will report to, and will operate under, direction from the DUMAWUL Manager Opportunities

T: (03) 5444 2888 F: (03) 5441 6472

E: info@djadjawurrung.com.au

P.O Box 1026 Bendigo VIC 3552

djadjawurrung.com.au

DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Accountabilities

- Ensuring corporate standards, ethics, policies, and procedures are followed effectively through all operations.
- Ensure a culturally safe environment, modeling best practice communication
- Build strong and effective relationships with internal and external stakeholders
- Works closely with Cultural Educators and DUMAWUL opportunities manager to ensure that the events run smoothly and coordinate routes and schedules
- Operate a bus safely and efficiently to transport passengers to various destinations
- Adhere to all traffic laws and regulations while driving
- Inspect the bus before and after each trip to ensure it's in good working condition
- Assist passengers with boarding and exiting the bus
- Maintain a clean and orderly bus interior
- Report and accidents, incidents, or mechanical problems to the appropriate authorities
- Attend training sessions and meetings as required

Key Selection Criteria

1. Must have a medium rigid licence and driver accreditation from Safe Transport Victoria
2. Positive attitude and willingness to learn new skills, practices and processes including pre-start processes
3. Ability to work as part of a team environment and / or individually under routine supervision
4. Prior experience as a bus driver preferred
5. Clean driving record with no accidents or violations
6. Excellent driving skills and knowledge of traffic laws and regulations
7. Good communication and interpersonal skills
8. Ability to work flexible hours, including weekends and holidays
9. Ability to remain calm and focused in stressful situations with good problem-solving skills
10. Willingness to complete relevant employment checks, including:
 - Working with Children Check
 - Fit for Work assessment
 - Drug and alcohol screening

Personal Skills Required

- Demonstrated commitment to Djaara self-determination principles
- Strong communication and interpersonal skills
- Ability to work collaboratively within a multi-skilled, Traditional Owner-led environment
- A proactive and positive attitude
- Strong organisational and time-management abilities



Other Requirements

- Current Medium Rigid Licence and Driver Accreditation must be maintained
- Willingness to travel across the Dja Dja Wurrung Recognition and Settlement Agreement Area

Privacy Notification

Dja Dja Wurrung Enterprises Pty Ltd affirms that the collection and handling of applications and personal information related to your employment will be consistent with the requirements of the Information Privacy Act 2000.

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) is an Equal Opportunity Employer, with a commitment to merit, equity and diversity in the workplace. It is DDWCAC aim to provide a safe and comfortable workplace that is free of discrimination and harassment.

CONTACT	
Name – Jasmine Edwards Job title – DUMAWUL Manager Opportunities	Email – jasmine.edwards@djadjawurrung.com.au Phone – 0499 392 572