



Position Description

Casual Bus Driver

Company background

Dion's Bus Service is a local bus company that operates route and school services between Austinmer and Wollongong. In addition to this, Dion's Bus Service also provides charter services. Dion's Bus Service has a total of 18 buses and 26 full-time and casual employees.

Position Outline

- The successful applicant
 - will be required to drive Route, School and Charter services;
 - will be required to perform duties at various times of the day with weekend work also available;
 - will be required to drive the Summer Bus late night service on either Friday or Saturday nights;
 - must be reliable, honest and trustworthy;
 - must be able to demonstrate an ability to work responsibly, independently and as part of a team;
 - must also be able to demonstrate an ability to understand the requirements of the bus industry;
 - will be required to undergo appropriate training provided by Dion's Bus Service.

Award Rates

\$26.45 per hour plus appropriate penalty rates and allowances in accordance with the Dion's Bus Service NSW Bus Driver's Agreement 2008-2010 (as at 1 July 2009).

Terms & Conditions

Terms of employment are governed by the Dion's Bus Service Driver Handbook and other relevant Statutory Regulations.

Completed application should be forwarded to:

Dion's Bus Service
PO Box 868
Wollongong NSW 2520

Application Closing Date:

Open

JOB DESCRIPTION

Statement of Duties

- Assist customers by acting in a courteous, caring manner and ensuring a safe comfortable journey.
- Provide prompt, friendly and helpful service to charter groups and ensure that commitments are kept.
- Drive any company vehicle economically and carefully in accordance with relevant road laws and Company policies.
- Report vehicle mechanical defects in the prescribed manner.
- Report accidents and incidents in the prescribed manner.
- Wear the uniform in the prescribed manner. Launder and maintain the uniform regularly, and display a high standard for personal grooming and hygiene.
- Be responsible for your cash and tickets and ensure that all revenue is collected.
- Accurately complete all necessary recording procedures i.e daily journals, time records, customer loading data, fuel and charter records.
- Observe all Company working practices and carry out reasonable 'other' duties if requested to do so.
- Monitor vandalism, report offences and assist in identifying offenders.
- Participate in training program as required.
- Adhere to zero blood alcohol legislation and 'no smoking' policy in company vehicles and buildings.
- Report any matters relevant to the currency of drivers licence. If charged with a criminal or civil offence, report all details to management.
- Work in accordance with occupational health and safety policies and act in a manner that does not risk the safety of passengers, fellow road users or colleagues.
- Comply with Dion's Bus Service Fatigue Management Policy with regard to any secondary employment.

Job Application Check List

The forms in this application can be filled online. To fill in a field, click on the space on the form and type in the details. Press [TAB] to proceed to the next field.

When you have completed each component of the Job Application Check List, you can click on each respective box to confirm that the item has been completed.

Upon completing all items on the Check List, Click the Print button at the bottom of this page to print your completed application and sign where applicable.

Please ensure that you have included the following information before submitting your application:

Complete the Dion's Bus Service Job Application Form.

Read through, complete and signed the Working With Children Check form.

Read through and sign the Prohibited Employment Declaration.

Include a copy of your current driver's licence.

Include copies of your current NSW Department of Transport Driver Authorities (Regular Passenger Service Authority essential)

Provide other material which will support your application including references and relevant qualifications.

Completed applications should be sent to:

The Manager
Dion's Bus Service
PO Box 868
Wollongong NSW 2520



Job Application Form

Date Applied	
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Surname	Given Names	Preferred Name

Address	Suburb	Post Code

Contact Details

Home	Mobile	Business

Position Applied for (Tick or specify where applicable)

Bus Driver	Clerk	Mechanic	Cleaner	Other (please specify)

Drivers Licence/Authority Details

Licence No	Licence Class	Licence Expiry
Driver Authority No	Driver Authority Type	Driver Authority Expiry

Do you have any physical disability or medical condition which would affect your ability to perform duties associated with the applied position? If yes, give details.

Are you at present or have you in the last 5 years been on workers compensation? If so, give details.

Date of Injury	Type of Injury	Name of Employer & Insurance Company

Education

List any trade qualifications or special courses undertaken which may be relevant to the position applied for.

Course Name and or Qualification	Year Completed	Certificates Provided

Are you prepared to undergo a medical examination at this company's expense?

Yes	No

Employment History

Employers Name	Position Held	Date Started	Date Finished	Reason for Leaving

Please list any other relevant experience.

1.
2.
3.

Please list names and phone numbers of three work referees from whom confidential reports may be obtained. (Do not list relatives).

Name	Occupation	Contact No

Applicants are required to read the statements below and confirm their understanding of each statement by ticking the box for each respective statement.

I declare that the information provided in this application is correct and complete to the best of my knowledge.

I accept as a condition of my employment that any incorrect or misleading information provided in my application for employment may result in the termination of my position.

I accept that should I be granted a position with Dion's Bus Service, then the first three months of my employment will be deemed as a probationary period. During this period, my performance will be assessed and continued employment beyond this period will be determined by management.

I acknowledge that should I be granted a casual or part time position, transfer to full time employment is subject to my performance and the discretion of management.

Signed

Date



APPLICANT DECLARATION AND CONSENT

All fields must be completed. Please use block letters.

Family name: _____

First name: _____ Other given name(s): _____

Previous names/aliases: Family name: _____

First name: _____ Other given name(s): _____

Date of birth: _____ (DD/MM/YYYY) Gender: (Please tick) Male Female

Place of birth: Town: _____ State: _____ Country: _____

Residential Address: Street: _____

Suburb/Town: _____ State: _____ Postcode: _____

Contact telephone number: _____ Mobile: _____

Email: _____

If you used one of these documents to verify your identity, please fill in these details:

Driver's licence: Issuing Agency _____ State _____ Number _____

Firearms licence: Issuing Agency _____ State _____ Number _____

Passport: Type _____ Issuing Country _____ Number _____

Title of child-related* position applied for (specify its child-related nature eg 'child care assistant', not 'assistant': _____)

Type of position (Please tick):

- paid employee
- contractor
- volunteer providing intimate personal care to disabled children
- volunteer providing mentoring to disadvantaged children
- minister, priest, rabbi, mufti or other like religious leader or spiritual officer of a religion or other member of a religious organisation
- licensee for prescribed children's services
- authorised carer
- family day carer or home based carer

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration.

A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the [Child Protection \(Offenders Registration\) Act 2000](#).

A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Details of these offences can be found online at <http://kids.nsw.gov.au> [Guidelines/FactSheet 1]

APPLICANT DECLARATION AND CONSENT

DECLARATION

I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I have not omitted any names or aliases that I use or used in the past.

I have read and understood the contents of this form and the relevant information in the Working With Children Guidelines. I declare that I am not a prohibited person under the *Commission for Children and Young People Act 1998* and I understand that it is an offence for a prohibited person to seek child-related employment.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. National criminal record check for charges and/or convictions (including spent convictions) for:

any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);

any child-related personal violence offence;

any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

an offence punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

may have not been heard or finalised by a court; or

are proven but have not led to a conviction; or

have been dismissed, withdrawn or discharged by a court.

2. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child or children; and

3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the *Commission for Children and Young People Act 1998*.

CONSENT

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed **estimate of risk**. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

I acknowledge that:

1. the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;
2. the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;
3. the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
4. my relevant records will not be released to my current or prospective employers;
5. any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
6. the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Name: _____

Signature: _____ Date: _____

NOTE: This form is to be kept by the employer.