



Applicants Name:
Contact Number:





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Welcome to Buslink – Message from the General Manager:



Buslink Sunshine Coast Pty Ltd (‘Buslink’) started school bus operations on the Sunshine Coast in 2000.

Today we have depots at Noosa, Coolumb, Kunda Park and Caloundra. As a school bus operator, we transport over 10000 children, through 110 services to and from school each day.

In applying for a job at Buslink you are expressing your interest to join a company that is locally focused and takes great pride in delivering services to our communities.

Should your application be successful you will be asked to participate in and will be trained in the appropriate tools to deliver services to the high standard expected at Buslink. With our training, and your dedication, you can have a fulfilling career with Buslink.

I encourage you to visit our website for more information on Buslink. Good luck with your application.

Bertram Birk

General Manager

Buslink Sunshine Coast





Position Description – Bus Driver

Role:	Bus Driver
Reports to:	Operations Department
Location:	Sunshine Coast
Employment Status:	Casual
Requirements:	Current Queensland driver's licence MR or higher, current Queensland Industry Authority permit (G and S classes)
Shift / Roster:	Various
Position Description:	The primary purpose of the position is the safe transport of passengers on a daily basis. You may be required to perform other duties as directed by the employer from time to time.

Responsibilities: The following is not exhaustive – other requirements may be added if deemed necessary:

- Ensure the bus has sufficient fuel.
- Carry out checks as defined in the daily inspection form.
- Report any defects found.
- Record odometer readings daily.
- Drive the bus in a safe and efficient manner observing the road rules and speed limits at all times.
- Ensure the safety of passengers at all times.
- Report any breaches of the Code of Conduct by passengers.
- Collect fares and issue tickets.
- Check the validity of school bus passes.
- Maintain correct timing on bus routes (**never** run early, running early will result in passengers being left behind).
- Close all windows, hatches and doors after each shift.
- Lock the bus after each shift (this and the above point are security issues and must be adhered to at all times).

General Information: A school bus run is normally a 20 hour per week duty and runs for the duration of each school year, usually 40 weeks. This role is particularly suitable to those not requiring full-time work, however any suitably experienced persons are encouraged to apply. The working week is normally 5 days, Monday to Friday. Some weekend work may also be available.

There may be school charter duties available between school runs, but this is not guaranteed nor is it required – you will be asked if you are available for additional duties during the induction period.

Successful applicants will be put through induction training that includes the use of ticket machine equipment. Uniforms are also issued to successful applicants at this time.





Application for Employment as a Bus Driver:

Applicant Name: _____

Contact Number: _____

Date: _____

Information for Applicant

Buslink Sunshine Coast Pty Ltd (‘Buslink’) is an equal opportunity employer. All qualified persons are welcome to submit applications for employment.

A Bus Driver with Buslink

- Drives buses along specified routes according to a timetable.
- Collects fares, checks tickets and bus travel passes.
- Accounts for fare takings.
- Drives School, Urban and Charter buses as required for commercial clients including schools.
- Writes and submit reports to Operations Supervisors as required.
- Ensures the care, safety and comfort of passengers.
- Ensures that vehicles and other equipment are treated with due care.

Areas Covered

- Caloundra
- Hinterland
- Nambour
- Maroochydore
- Noosa
- Pomona





Employment Status of Drivers

- New Employees are employed as Casual Drivers.
- Casual drivers in the school network would usually work a minimum of 4 hours per day - 2 hours in the morning and 2 hours in the afternoon each school day.
- Casual school drivers can also be trained and utilised as relief drivers in other areas such as Urban and Charter.
- Driving positions in the Urban and Charter network are offered to employees based on skills and suitability.

Training

- If your application is successful, you will be taken for a test drive on the particular run that has been allocated to you and will also receive additional training within the entire network.
- On completion of your driver training you will receive further Induction training which covers all aspects of Buslink operations and Policies and Procedures.
- Your skills in driving a bus and the associated tasks will be continually assessed, and when deemed necessary, further training will be conducted.

Alcohol, Drugs and Driving

- Under the Queensland Transport Operations Passenger Transport Act 1994, Bus drivers must register a zero drug and blood alcohol level whilst driving.
- Buslink require all employees during working hours or at any time whilst in charge of company vehicles and equipment to comply with this provision.

Hours of Work

- Casual drivers in the school network generally start their shift (morning run) around 6.30 to 7am and return to the depot about 2 hours later. The afternoon run start around 2.00pm and returns about 2 hours later. This work is not available during school holidays however employees may be offered Charter driving duties during this period.
- Charter duties can be carried out 24 hours per day, 7 days per week depending on clients' requirements.

Rates of Pay

- Drivers are paid hourly at the rate determined by the: Passenger Vehicle Transportation Award 2010.

Annual Leave

- Casual drivers do not accrue annual leave or sick leave.





Are you Eligible to Apply

- You must be a citizen or permanent resident of Australia.
- You must hold **or be able to obtain** a current open Queensland drivers licence with at least an `MR' endorsement. Note: the higher HR, HC and MC are acceptable.
- You must hold **or be able to obtain** a Queensland Industry Authority permit, (G and S).
- You must have a good driving history; Buslink reserves the right to reject applications based on their driving records.
- If you have been previously employed by Buslink, your personal file will be reviewed to determine your suitability for re-employment.
- Drivers must be of a physical stature to be able to safely maintain control of the bus at all times.

How to Apply

- Complete and sign the employment application form.
- Attach a copy of your driver's licence.
- Attach a copy of your Queensland Industry permit.
- Attach a copy of any other relevant documents.
- Attach a copy of any medical examinations.
- Return your completed application form to your nearest Buslink office.





Bus Driver – Employment Application

Personal Details

Position applied for: _____

I am aware that the position applied for is not a duty statement and that I may be called upon from time to time to carry out other duties as directed by the employer.

Surname: _____

Christian Names: _____

Residential Address: _____

Postal Address: _____

(If different to above) _____

Telephone No: Home: _____ Mobile: _____

Please Tick Yes or No

- Resident Status: Australian Citizen Yes No
- Temporary Resident or other: Yes No
- Do you have a good knowledge of the local area? Yes No
- Do you fully understand the English language, spoken and written? Yes No
- Are you related to a present employee of Buslink? Yes No
- In case of an emergency, who do we contact? Name: _____
Phone No: _____

Drivers Licence Details

Drivers Licence No: _____ State: _____ Class(s) _____ Expiry: _____

- How long have you held a drivers licence? _____
- Have you ever been convicted of any breach of the Traffic Act or had your licence endorsed or suspended? Yes No
If yes, provide details _____

- During the past 5 years have you been involved in any motor vehicle accidents? Yes No
- Have you been refused motor vehicle insurance or had a policy cancelled by an insurer? Yes No
If yes, provide details. _____





Qualifications

- Have you attended any special courses or do you hold any special Certificates or Qualifications? Yes No

If yes, provide details _____

Employment History

Provide details of your most recent employment, including full contact details for each employer.

Last Employer – Name: _____ Phone: _____

Address: _____

Position held: _____ From: _____ To: _____

Reason for leaving: _____

Contact Details: _____

2nd Last Employer – Name: _____ Phone: _____

Address: _____

Position held: _____ From: _____ To: _____

Reason for leaving: _____

Contact Details: _____

3rd Last Employer – Name: _____ Phone: _____

Address: _____

Position held: _____ From: _____ To: _____

Reason for leaving: _____

Contact Details: _____

Referees:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____





Experience

What experience have you had driving and operating heavy vehicles?

Medical History

Do you suffer, or have you ever suffered from any of the following?

- Hepatitis Yes No
- Breakdown Yes No
- Back Condition Yes No
- Arthritis Yes No
- Epilepsy Yes No
- Heart Defect / Disease Yes No
- Blackouts Yes No
- Diabetes Yes No
- Hernia Yes No
- Allergies Yes No
- Asthma Yes No
- Aids Yes No

Apart from the foregoing, have you ever experienced and accidents involving personal injury or any illness (other than minor ailments) or operations?

Yes No

If yes, please state the nature of any such personal injury or operations? _____

Approximately when? _____ Period of time absent from work?: _____

Do You Suffer Any Of The Following Disabilities Or Any Disabilities At All?

- Impaired vision/Visual defects Yes No
- Impaired hearing Yes No
- Impaired speech Yes No
- Restriction on movement of head or neck Yes No
- Restriction on movement of spine Yes No
- Restriction on movement of pelvis Yes No





- Restriction on movement of one or both wrists Yes No
- Restriction on movement of one or both elbows Yes No
- Restriction on movement of one or both knees Yes No
- Restriction on movement of one or both ankles Yes No
- Restriction on ability to carry weights up to 20 Kgs Yes No
- Restriction on ability to walk over rough or uneven ground Yes No

Have You Ever Suffered Any Injury To Any Of The Following Parts Of Your Body?

- Eyes Yes No
- Ears Yes No
- Neck Yes No
- Spine Yes No
- Lower back Yes No
- Pelvis Yes No
- Arms Yes No
- Legs Yes No
- Knees Yes No
- Elbows Yes No
- Wrists Yes No
- Ankles Yes No
- Hands Yes No
- Feet Yes No
- Other? Yes No

If yes, provide details. _____

Is there any possibility any ailments, as indicated above may affect your capacity to carry out your employment as a bus driver with Buslink safely and efficiently? _____

General

Are you aware of any reason, medically or other, why you may not be able to completely perform the duties of the employment position within the broad scope of operations of Buslink?

Yes No

If yes, provide details. _____





Declaration by Applicant

I hereby declare

- a) That the answers to the above questions are, to the best of my knowledge, true and correct in very particular.
- b) I fully understand that I must register a zero drug and blood alcohol level at all times during working hours or at any time whilst in charge of company vehicles or equipment.
- c) That I agree and understand the employer will conduct alcohol and other drugs testing periodically.
- d) That I agree and understand that the employer may investigate the applicants background to determine the accuracy and completeness of this information and the applicant releases the employer and persons named herein from all liability or damage on account of his/her furnishing such information.
- e) That I agree to undergo any medical examination (at the expense of the employer) as may be requested by the employer, whether before or after employment has commenced.
- f) That I agree and understand that this application for employment in no way obligates the employer to employ the applicant.
- g) That if the above application for employment is accepted, I will be bound by and will at all times observe and respect such terms and conditions of employment and such policies and procedures as may from time to time be specified or otherwise stipulated by the employer.
- h) I fully understand that if my answers to any of the questions above do not disclose a physical or mental condition from which I have previously suffered and if that condition is an industrial disease within the meaning of the Workers Compensation and rehabilitation Act 2003 (as amended from time to time) I will be disqualified from receiving compensation under the said Act.

Signature of Applicant: _____

Name of Witness: _____

Address of Witness: _____

Signature of Witness: _____ **Date:** _____





Office Use Only

Employment Checklist – Bus Driver

Applicant's Name: _____

Position: _____

Interviewed by: _____ Date: _____

Review Applicant:

- Driver's licence: (MR or Higher) Yes No
- Driver's Industry Authority permit: (G and S classes) Yes No
- Checked at least one reference: Yes No
- Employment History: Yes No
- Employer/Referee: Yes No

Comments: _____

Experience

- Does the applicant have any relevant driving experience? Yes No
- Medical Check: Yes No

Driving Assessment:

Carried out by: _____ Date: _____

Result / Comment: _____

Successful Applicant

Name: _____

Award Applicable: _____ Commencement Wage Rate: _____

Special Conditions: _____

- Has Original driver's licence been sighted? Yes No
- Is a copy of driver's licence attached? Yes No
- Has Original Industry Authority permit been sighted? Yes No
- Is a copy of Industry Authority Attached? Yes No
- Is a copy of any qualifications attached? Yes No
- Is a copy of working Visa attached (if applicable?) Yes No

Operations Manager's Signature: _____

Manager's Name: _____ Date: _____

