



**Applicants Name:**  
**Contact Number:**  
**Date:**





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## Welcome to Buslink – Message from the General Manager:



Buslink Gladstone Pty Ltd (‘Buslink’) started school bus operations in 1999.

Buslink Gladstone operates urban bus services, school bus runs, charter bus services and employee transportation.

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 Gladstone





## Position Description – Bus Driver

Role:	Bus Driver
Reports to:	Operations Department
Location:	Gladstone
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:	<p>The following is not exhaustive – other requirements may be added if deemed necessary:</p> <ul style="list-style-type: none"><li>• Ensure the bus has sufficient fuel.</li><li>• Carry out checks as defined in the daily inspection form.</li><li>• Report any defects found.</li><li>• Record odometer readings daily.</li><li>• Drive the bus in a safe and efficient manner observing the road rules and speed limits at all times.</li><li>• Ensure the safety of passengers at all times.</li><li>• Report any breaches of the Code of Conduct by passengers.</li><li>• Collect fares and issue tickets.</li><li>• Check the validity of school bus passes.</li><li>• Maintain correct timing on bus routes (<b>never</b> run early, running early will result in passengers being left behind).</li><li>• Close all windows, hatches and doors after each shift.</li><li>• Lock the bus after each shift (this and the above point are security issues and must be adhered to at all times).</li></ul>
General Information:	<p>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.</p> <p>Urban bus runs can be up to 38 hours per week working within the urban network. The working week is normally 5 days, Monday to Friday. Some weekend work may also be available.</p> <p>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.</p> <p>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.</p>





## Application for Employment as a Bus Driver:

**Applicant Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Information for Applicant

Buslink Gladstone 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

- Gladstone
- Calliope





## 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 / if 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 Urban or 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 & 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: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 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: \_\_\_\_\_

2<sup>nd</sup> Last Employer – Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Contact Details: \_\_\_\_\_

3<sup>rd</sup> 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?

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## 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: \_\_\_\_\_

