



Bus Driver Application

Introduction

Thank you for applying for a Bus Driver position with the School Bus Logistics.

This application forms part of School Bus Logistics overall employment program. Please read the following information carefully and then provide the details requested so we can evaluate and process your application quickly and effectively.

Mandatory Requirements

In order to be considered for a role at School Bus Logistics, Bus Drivers must have the following:

Vehicle License

You must have a Light Rigid (LR) Medium Rigid (MR), Heavy Rigid (HR) or Heavy Combination (HC) license. Your license must be a full license, and not a probationary license.

If you apply for a job with School Bus Logistics, we will conduct a Demerit Point Check confirming your license status.

Driver Accreditation (F or T Endorsement)

You must have a relevant Driver Accreditation allowing you to drive passenger vehicles. You will be required to undergo a police check and medical assessment in order to apply for one.

Working with Children

You must have or be prepared to obtain a Working with Children Check.

Experience

Prior experience in driving a bus is highly regarded.

Other Requirements

WHS - Bus Drivers have a legal responsibility to:

- Comply with the WHS regulations, codes of practice and safe work instructions.
- Before starting any work, ensure their own health and safety and that of others is not endangered by the actions or work they are about to undertake.
- Report hazards and incidents to School Bus Logistics.
- Immediately report any injuries to School Bus Logistics.
- Not tamper or interfere with or misuse any device or equipment used for health and safety purposes.
- Actively participate in health and safety meetings, training and discussions.
- Follow and comply with safe work instructions, policies and procedures of School Bus Logistics.

Drivers must have a high level of personal hygiene and be well groomed; they must also have the necessary level of physical and mental fitness to perform the following;

Frequently and Regularly:

- Sit for extended periods (while driving a bus).
- Apply physical pressure on an industrial type accelerator for extended periods (while driving a bus).
- Aerobic fitness levels to reach with hands, arms, shoulders and upper back for extended periods to turn and operate a bus steering wheel (while driving bus).

Occasionally required to:

- Stand, walk, climb or balance,
- Stoop, kneel, crouch or crawl,
- Lift or move heavy loads,
- Lift items above head height

Mental Fitness and abilities required for this job include the ability to:

- Concentrate and focus for extended periods (while driving a bus).
- Concentrate and focus with background noise.
- Remain calm in heavy traffic conditions or if challenged by the personalities, views and opinions of others.
- Read maps and follow directions and schedules

Aptitude - excellent interpersonal and people skills with the ability to:

- Relate to passengers, answer their questions and offer assistance
- Understand and comply with the road rules, regulations and company policies and procedures
- Understand the specific requirements to assist passengers with special needs to access and use the bus service
- Work in a diverse, challenging and flexible environment
- Apply common sense understanding to carry out detailed written or oral instructions
- Write simple correspondence and complete forms

Work Environment -the successful incumbent will be:

- Required to work for extended periods driving a bus.
- Exposed to moderate noise levels from passenger and road noise (while driving a bus).
- Occasionally exposed to moderate levels of vibration on dirt roads (while driving a bus).
- Occasionally exposed to outside weather conditions

Self-Assessment

This self-assessment forms part of School Bus Logistics formal application and employment process. It is aimed at helping you determine whether you have the necessary qualifications, capabilities and qualities required to be a professional bus driver.

Please take your time and go through the self-assessment and application form carefully and honestly before deciding to lodge your application.

Mandatory – must have’s	No	Yes	Details
A current Light Rigid (LR) Medium Rigid (MR), Heavy Rigid (HR) or Heavy Combination (HC) licence	<input type="checkbox"/>	<input type="checkbox"/>	
A Drivers’ Accreditation (F or T Endorsement)	<input type="checkbox"/>	<input type="checkbox"/>	
Have or are prepared to obtain a first aid certificate (HLTA1D003 – Provide First Aid)	<input type="checkbox"/>	<input type="checkbox"/>	
Have or are prepared to obtain a Working with Children Check	<input type="checkbox"/>	<input type="checkbox"/>	
Have or can obtain a current Statement of Demerit Points from the respective Roads Authority	<input type="checkbox"/>	<input type="checkbox"/>	

Australian citizenship, permanent residency status or hold a visa that allows you to work in Australia	<input type="checkbox"/>	<input type="checkbox"/>	
A clean driving record	<input type="checkbox"/>	<input type="checkbox"/>	
Be prepared to undergo a company medical assessment (at the company's expense) this includes providing a urine sample for drug testing and undertaking a physical assessment	<input type="checkbox"/>	<input type="checkbox"/>	
Be prepared to undertake periodical drug & alcohol testing	<input type="checkbox"/>	<input type="checkbox"/>	
Be able to move easily down an aisle width of 50cm	<input type="checkbox"/>	<input type="checkbox"/>	
Able to provide reliable references and current contact numbers to allow the company to check your previous work history	<input type="checkbox"/>	<input type="checkbox"/>	
Desirable – I also have	No	Yes	Details
Prior bus driving	<input type="checkbox"/>	<input type="checkbox"/>	
Experience in customer service or relations	<input type="checkbox"/>	<input type="checkbox"/>	
A friendly, polite and understanding personality	<input type="checkbox"/>	<input type="checkbox"/>	
A passion to drive in a safe and professional manner	<input type="checkbox"/>	<input type="checkbox"/>	
My own reliable transport	<input type="checkbox"/>	<input type="checkbox"/>	
A good understanding of the WHS requirements of a bus driver	<input type="checkbox"/>	<input type="checkbox"/>	
I can	No	Yes	Details
Read maps and follow directions	<input type="checkbox"/>	<input type="checkbox"/>	
Follow verbal instructions and directions properly	<input type="checkbox"/>	<input type="checkbox"/>	
Read notices and complete written forms clearly	<input type="checkbox"/>	<input type="checkbox"/>	
Handle stressful situations that may occur from time to time, and remain calm	<input type="checkbox"/>	<input type="checkbox"/>	
Maintain high levels of concentration for long periods	<input type="checkbox"/>	<input type="checkbox"/>	
Bring a positive attitude to work each day	<input type="checkbox"/>	<input type="checkbox"/>	
I am willing and able to	No	Yes	Details
Work shifts – mornings & afternoons	<input type="checkbox"/>	<input type="checkbox"/>	
Commence work as early as 06:00am on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
Work as late as 6:00pm on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
Participate in paid training provided by the company outside of normal shift hours	<input type="checkbox"/>	<input type="checkbox"/>	
Present myself for work at all times in a clean, neat and tidy manner	<input type="checkbox"/>	<input type="checkbox"/>	
Wear a company supplied uniform	<input type="checkbox"/>	<input type="checkbox"/>	
Help other people around me	<input type="checkbox"/>	<input type="checkbox"/>	

Accept responsibility for my actions	<input type="checkbox"/>	<input type="checkbox"/>	
About me	No	Yes	Details
I am punctual and reliable	<input type="checkbox"/>	<input type="checkbox"/>	
I am able to communicate clearly with a diverse range of people	<input type="checkbox"/>	<input type="checkbox"/>	
I am an honest and trustworthy person	<input type="checkbox"/>	<input type="checkbox"/>	
I enjoy working with people in general and the public	<input type="checkbox"/>	<input type="checkbox"/>	
I enjoy working with children	<input type="checkbox"/>	<input type="checkbox"/>	
I am a patient person	<input type="checkbox"/>	<input type="checkbox"/>	

Application Form

Please complete the following job application form. Then attach it to the completed self-assessment along with copies of your qualifications and licences before, emailing or delivering to School Bus Logistics.

Email to: admin@schoolbuslogistics.com.au



Personal Details

Full Name: _____

Date of Birth: _____ Place of Birth: Australia
 Other (please provide details)

Immigration Status: Working Visa
 Resident
 Australian Resident
** Documented proof of your right to work in Australia must be provided before an offer of employment can be made*

Email Address: _____ Mobile Number: _____

Drivers Licence Details

Drivers Licence No: _____ Expiry: ____/____/____

Class: _____ State: _____

Licence Conditions: _____

Licence Endorsements: _____

Date of last Fitness to Drive Medical Assessment: ____/____/____

Previous Driving Experience

School Buses
Have you driven School Buses in the last 5 years? No Yes – if yes how long? ____ years
How often? Less than Monthly Monthly Weekly Daily
Name of the bus company/s you worked for: _____

Charter Buses
Have you driven Charter Buses in the last 5 years? No Yes – if yes how long? ____ years
How often? Less than Monthly Monthly Weekly Daily
Name of the bus company/s you worked for: _____

Route Buses
Have you driven Route Buses in the last 5 years? No Yes – if yes how long? ____ years
How often? Less than Monthly Monthly Weekly Daily
Name of the bus company/s you worked for: _____

Convictions
Are you able to provide a copy of your current driving history record? No Yes
Have you had any prior driving convictions? No Yes

Accidents
Have you been involved in any vehicle accidents in the last 5 years? No Yes
If yes, please provide a brief description. _____

Employment History

Please provide details of employment for the last 10 years, starting with the most recent employer

Name of Employer	Commenced	Finished	Position Held	Reason for Leaving

References

Name	Number	Company	Position Held

I give permission for these people to be contacted by School Bus Logistics No Yes

Health Safety & Wellness

It is very important that School Bus Logistics has a thorough understanding of your health and wellbeing to determine whether you are able to perform the inherent requirements of the position of Bus Driver safely.

You are required to disclose all of your pre-existing injuries and diseases that you are aware of that could be affected by the nature of your proposed employment as a Bus Driver. Should you fail to disclose, provide incomplete information, or make false and misleading disclosure about a pre-existing injury or disease, you may not be entitled to receive workers compensation in the event that your condition deteriorates, recurs or is aggravated, accelerated or exacerbated through the course of your work at School Bus Logistics.

Wellness

Are you aware of any pre-existing injuries or diseases that could be affected by the nature of your proposed employment as a Bus Driver? No Yes If yes, please provide details

Should you progress through the recruitment process, you may be required to undergo a pre-employment medical examination.

Compensation

Have you ever received or are you currently receiving any Workers Compensation for any injury or disease?

No Yes

If you answered Yes, please complete the following:

Date of injury or illness: _____/_____/_____ Employer at the time: _____

Period of injury or illness: _____ Injury Details: _____

Declaration

I hereby declare;

- That the answers to the above questions are, to the best of my knowledge, true and correct.
- I fully understand that I must agree to register a zero (0.00%) drug and alcohol level at all times during working hours or at any other time whilst in charge of a company vehicle plant or equipment and that I may be requested to undertake a drug and alcohol test to determine this.
- That I agree to undergo any medical examination (at the expense of the company) as may be requested by School Bus Logistics, whether before or after employment has commenced.
- That if my 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 rules as may from time to time be specified or otherwise stipulated by School Bus Logistics.
- I fully understand that if any information I provide throughout the entire recruitment process, including my answers to any of the questions contained in this application form are misleading, or I do not disclose a condition or restriction that inhibits me from meeting the full requirements of the position of a bus driver, that School Bus Logistics will consider it to be repudiation of the contract of employment resulting from this application, for which termination of employment will be justified.

Applicants Name: _____ Applicants Signature: _____

Date: _____/_____/_____

PRIVACY COLLECTION STATEMENT

For recruitment and employee records

School Bus Logistics is committed to ensuring that your personal information, including your health information, is handled in accordance with the Australian Privacy Principles (APPs), the APPs were established by the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988.

Collection of personal information

How we collect personal information

When you apply for a position, or on commencement of employment at School Bus Logistics, you are asked to supply information to enable the processing of your employment application and for the ongoing maintenance of your employment. Generally, this information includes:

- Name
- Address
- Personal contact details
- Date of birth
- Gender
- Citizenship
- Referee details
- Passport and/or Visa details
- Superannuation information
- Disabilities
- Health details
- Previous employment details
- Qualifications
- Salary details
- Bank account details
- Tax file number
- Emergency contact details

Additional personal information will also be collected during the course of your employment to manage your ongoing employment relationship. Examples may include time attendance, leave requests, medical certificates, performance appraisals, etc.

In most circumstances personal information will be collected directly from you. In some circumstances information about you may be provided by other people such as previous employers and nominated referees.

Why we collect personal information

The primary purpose for collecting your personal information is to process your employment application, maintain your employee records and to administer your employment, salary and superannuation.

We may also need to collect your information if we are legally required to do so, such as under the Child Protection (Working with Children) Act 2012 or to check visa status through the Commonwealth's Visa Entitlement Verification Online service.

Use of personal information

Personal information collected by School Bus Logistics will be used for managing processes associated with your employment relationship with us. These activities may include the following:

- Recruitment, selection and appointment functions
- Payroll processing
- Ongoing human resources management such as;
 - Superannuation administration
 - Workplace health, safety and workers compensation
 - Staff training and development
 - Staff appraisals, probation and promotion

School Bus Logistics may also use personal information in the following circumstances:

- in order to deal with management of grievances or disciplinary procedures
- for the recovery of debts
- for insurance purposes and the management of work-related travel
- for purposes required by legislation, for example Australian taxation legislation, employment legislation and immigration legislation
- in accordance with relevant School Bus Logistics policies.

Storage and security of personal information

School Bus Logistics will store your personal information in a combination of electronic and paper formats. Our security procedures along with our technological systems provide a vigorous security environment which restricts access to authorised staff only.

Disclosure of personal information

School Bus Logistics will generally only disclose your personal information to third parties if you have authorised us to do so or if we have told you of our requirement to do so. However, from time to time School Bus Logistics may be required to disclose your information in circumstances such as:

- If required to do so by law. This could be required by subpoenas, court orders, Workers Compensation Act or Commonwealth government agencies such as the Department of Human Services (Centrelink), DIBP, the ATO, Commission for Children and Young People or their equivalents
- If there are reasonable grounds to believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual.

In the general course of business, your personal information may be provided to:

- Referees
- Our insurers
- WorkCover WA; and
- Our contractors, suppliers and service providers - e.g. I.T. contractors, travel providers

Accessing and Accuracy of Personal Information

How you can access your personal information

You have the right to access your personal information that is held by School Bus Logistics. You are also entitled to request that personal information held about you is accurate and up-to-date, and therefore be amended accordingly. As the accuracy of information held depends largely on the information you provide, we recommend that you:

- advise us immediately if there are any errors in your personal information, and
- keep us up-to-date with changes to your personal information, such as name and contact details.

Employees can request to make changes to, or access their personal information held in their personnel files by contacting School Bus Logistics

Employees will be required to provide a written signed request if they wish to:

- examine the contents of their personnel file, or
- have any corrections made or additional material added to their file, or
- request copies of certain documents on their file.

Access to personnel files must be carried out in the presence of an Administration staff member. Files cannot be removed from School Bus Logistics offices and documents cannot be removed from the file.

This privacy collection statement applies to all methods by which School Bus Logistics collects your personal information including by electronic or verbal means or in written form.