



Bus DRIVER APPLICATION



Our Values:

Care and Respect, Teamwork, Open and Honest, Accountable

Introduction

Thank you for applying for a Bus Driver position with the Dyson Group of Companies (Dysons).

This application pack forms part of Dysons 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.

Company Overview

Our history commenced in 1952 in the northern suburbs of Melbourne with a four bus operation servicing the local area. Today it has developed to be one of Melbourne's largest operators with a respected name that the directors, management and staff are proud to be part of.

Dysons is a proud family company comprising four generations and some 60+ years' experience. We operate over 350 vehicles and employ over 730 staff, spread over seven depots located throughout the Melbourne Metropolitan area, regional Victoria and New South Wales. We provide a vast range of passenger services including the following:

- Short distance metropolitan route services
- Victorian Government - V/Line contracted regional route services
- Victorian and NSW Government – school contracted services
- NSW government – TrainLink contracted regional route services
- School Bus services, including special needs, community and district contracts
- Local Charter services, including major event transport I services

Mandatory Requirements

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

Heavy Vehicle License

You must have a 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 Dysons, you will need to provide a current Demerit Point Statement confirming your license status.

Driver Accreditation

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. Note that in some of our operating locations, drivers are required to hold both Victorian and NSW Driver Accreditation.

Working with Children

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

Note that in some of our operating locations, drivers are required to hold both Victorian and NSW Working with Children Checks.

Experience

Prior experience in driving a bus is highly regarded. If you have not driven a bus before, we strongly recommend you complete a bus driving training course to gain an understanding of bus driving. Even if you are experienced driving a heavy vehicle such as a truck, you will find the requirements of driving a bus are different and completing a bus specific training course will provide you with valuable experience that could assist your application.

Other Requirements

OHS - Bus Drivers have a legal responsibility to:

- Comply with the OHS 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 their supervisor.
- Immediately report any injuries to their supervisor.
- 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.

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 high levels of background noise.
- Remain calm in heavy traffic conditions or if challenged by the personalities, views and opinions of others.
- Read and understand shift boards /instructions, rosters and the discipline to comply with them.
- Perform basic arithmetic equations such as adding, subtraction and multiplying
- 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 without requiring toilet facilities.
- 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 Dysons 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 Medium Rigid (MR), Heavy Rigid (HR) or Heavy Combination (HC) licence	<input type="checkbox"/>	<input type="checkbox"/>	
A Drivers' Accreditation (DA) for VIC employees, PUB for NSW employees or DA for SA employees	<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, free of convictions	<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"/>	
Weigh between 50kg and 125kg	<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
A current first aid certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Prior bus driving experience - note that while prior bus driving experience is desirable, it is not necessary for an entry level Bus Driver role. Previous experience is expected for Coach Driver applicants.	<input type="checkbox"/>	<input type="checkbox"/>	
A Certificate II or III in Transport	<input type="checkbox"/>	<input type="checkbox"/>	
Experience in performing shift work	<input type="checkbox"/>	<input type="checkbox"/>	
Experience in handling cash	<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 OHS 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 on noticeboards 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, evenings and weekends	<input type="checkbox"/>	<input type="checkbox"/>	
Commence work as early as 04.00am on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
Work as late as 01.30am on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
Work on public holidays	<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 posting, emailing or delivering to Dysons.

Post to:

Human Resources Advisor
Dyson Group of Companies
121 McKimmies Road
BUNDOORA VIC 3083

Email to:

careers@dysongroup.com.au

EMPLOYMENT APPLICATION FORM

Date of Application:

PERSONAL DETAILS

Full Name:

Date of Birth: *(Optional)*

Place of Birth: ☐ Australia

☐ Other *(please provide details)*

Immigration Status: ☐ Working Visa
☐ Resident
☐ Australian Citizen

* Documented proof of your right to work in Australia must be provided before an offer of employment can be made

Residential Address:

Postal Address:

Contact Details:

Home Phone:

Email:

Mobile:

Other:

TYPE OF DRIVING ROLE APPLYING FOR

☐ Route Services

☐ Tours

☐ Charter

☐ VLine

☐ Other

DRIVER LICENCE DETAILS

Driver Licence No:

Expiry Date:

Class:

State:

Licence Condition:

Licence
Endorsements:

Snow Licence: ☐ No ☐ Yes

If yes list relevant
mountains:

FITNESS TO DRIVE MEDICAL ASSESSMENT

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

Is it free of convictions or offences? ☐ No ☐ Yes

ACCIDENTS Have you been involved in any vehicle accidents in the last 5 years? ☐ No ☐ Yes

If yes – please provide brief description.

OTHER QUALIFICATIONS AND COMPETENCIES

QUALIFICATIONS Please list any other qualifications or certificates of competencies you may have or alternatively other experience you may have – such as heavy vehicle operations

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	TITLE

I give permission for these people to be contacted by a Dysons representative

☐ No

☐ Yes

HEALTH SAFETY & WELLNESS

It is very important that Dysons 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 Dysons.

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

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Should you progress through the recruitment process, you will 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 have answered Yes, please complete the following:

Date of injury or illness:

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Employer at the Time:

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Period of injury or illness:

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Injury Details:

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OHS

Give three examples of a Bus Drivers Occupational Health and Safety responsibilities

1

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2

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3

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DECLARATION

I hereby declare;

- A. That the answers to the above questions are, to the best of my knowledge, true and correct.
- B. 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.
- C. That I agree to undergo any medical examination (at the expense of the company) as may be requested by Dysons, whether before or after employment has commenced.
- D. 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 Dysons.
- E. 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 Dysons 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:

Date:

Applicants

Signature:

