

Red Bus Services

Red Bus Coach Service



APPLICATION FOR EMPLOYMENT

HOW TO APPLY

- Complete all details on the application form.
- Deliver, email or post the application form to the Red Bus Services Depot.

WHEN YOU APPLY

You will be assessed against job-related standards.

- We will compare your application with these criteria to determine a short list.
- If you are successful, we will ask you to attend a selection interview.
- You will need to provide copies of your current Drivers Licence, Drivers Authority and Check with children number.

For Bus Drivers

- You will be asked to demonstrate, by a driving assessment, that you meet Red Bus Services standards.
- At the interview you may be asked to provide an RTA Licence History obtained within the past 4 weeks.
- If your application is successful, you must satisfactorily complete our training program to become a Red Bus Services Bus Driver.

TRAINING

We provide training to enable you to meet our standards. Apprentices & Trainees will be provided with relevant instructions & practical experience. This will be supplemented by formal training delivered by a Registered Training Organisation.

BENEFITS

- We will supply Bus Drivers with uniforms after a qualifying period.
- We will pay you during your training.
- We are committed to safety.
- We are committed to Equal Employment opportunity for all staff.

BUS DRIVERS

Bus drivers are our front line representatives, playing a vital service role you must give good customer service, drive buses safely and operate to Red Bus Services standards. The job involves shift work which may include early morning, late night and weekends shifts.

Your continued employment is reliant on your having a current Bus Driver Authority and minimum MR class Driver's Licence at all times.

If your Driver's Licence and/or your Driver Authority is suspended, cancelled or withdrawn, your employment may be terminated.

BUS DRIVERS - Skills Needed

Physical

- Able to driver a bus safely and effectively.
- Good personal presentation and hygiene.

Attributes

- Able to read and understand shift boards, rosters—and act on them.
- Able to add and subtract
- Able to calculate fares and give change.
- Able to read maps and follow directions.

Aptitude

- Good interpersonal skills.
- Able to relate to passengers, answer their questions and offer assistances.
- Able to follow schedules.
- Obey the Passenger Transport Act 1990.
- Able to work in a diverse environment.
- Able to deal with difficult passengers.

Interests

- Have professional driving skills.
- Enjoy working at tasks.
- Able to provide high quality service to our customers.
- Willing to understand and comply with management instructions.

SELECTION CRITERIA

Essential

- Valid minimum MR Driver's Licence.
- Have held an Australian Driver's Licence for at least 12 months.
- Valid NSW Bus Driver Authority.
- Valid Working with Children Check Number.
- Heavy Vehicle driving experience preferred.
- Have a very good driving history:
 - Only one loss of licence in the past 10 years.
 - No more then 7 demerit points.
- Able to work shift work including broken shifts, weekends and public holidays.
- Able to perform simple mathematical calculations.
- Have good professional presentation.
- Demonstrate good customer service experience.
- Understand the safety requirements of a bus driver.
- Have Australian Citizenship, permanent resident status or be eligible to work in Australia.

Desirable

- Experience in bus industry and heavy vehicle operation.
- Experience in dealing with money.

Please Deliver, email or post your application to the nearest depot or to:

Red Bus Services Pty Ltd
PO Box 3186
Bateau Bay NSW Australia 2261

Email:
info@redbus.com.au

Ph: 02 4332 8655

Fax: 02 4332 1512

Email: info@redbus.com.au

Website: www.redbus.com.au

Postal Address: PO Box 3186 Bateau Bay NSW Australia 2261

Fact sheet 16

How do I apply?

July 2014

the working with children check

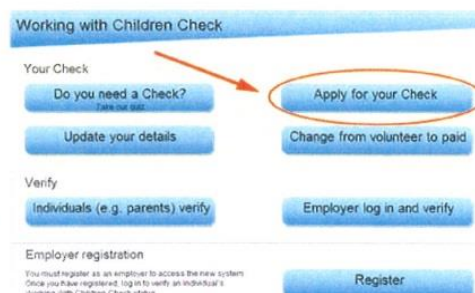
If you are starting a new **paid** job in child-related work in NSW, you need to apply for a Working With Children Check.

If you are currently employed or you volunteer in child related work, please see [FACT SHEET: Phase-in schedule](#) and [FACT SHEET: Exemptions](#) on our [Fact sheets and resources web page](#).

If you are applying from overseas or interstate, please see [FACT SHEET: Overseas applicants](#) or [FACT SHEET: Interstate applicants](#).

STEP 1: Complete an online application form

- Go to www.kidsguardian.nsw.gov.au/check and complete the online application form. If you do not have access to the internet, please telephone (02) 9286 7219 for assistance.
- Please make sure the details you provide are **EXACTLY THE SAME** as the details on your identity documents. If you have submitted the form with a mistake, please redo the form to avoid problems with the proof of identity requirement at step two.
- Ensure you select the correct category: paid or volunteer worker. The \$80 fee for paid workers is not refundable if you are a volunteer and you choose 'paid worker' by mistake. A Check for paid workers will cover both paid and volunteer work in NSW for five years.
- Once you have submitted the form, you will receive an application number that looks like this: APP1234567.



Need help? Watch the [online tutorial on YouTube](#). More video tutorials are available on our website: [Online tutorials](#).



Scan to view our
[Online tutorials](#)

STEP 2: Present proof of your identity

- Go to a NSW Motor Registry, RMS agency, or Service NSW office (not your local Council). Find a location at www.service.nsw.gov.au/service-centre.
- You will need your application number and [proof of your identity](#). You must have both of these items for your application to proceed.
- If you are in paid work, you will also be required to pay an \$80 fee for a five year clearance. See [FACT SHEET: Fee information](#).

PLEASE NOTE: Before you go to submit your proof of identity

- You cannot submit proof of identity on behalf of someone else. You must appear in person with your own documentation.
- Proof of identity cannot be performed outside of NSW. It must be completed at a NSW Motor Registry, RMS Agency, or Service NSW office.
- Additional identity verification options are available for authorised carers and their adult household members who live interstate, and for those who are medically unable to attend a motor registry or RMS Agency. See [FACT SHEET Interstate or incapacitated authorised carers or householders: Identity verification options](#).

Receiving your results

You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). See also [FACT SHEET: When will I receive my results?](#) If you have not received your results within four weeks, please email your details and application number to check@kidsguardian.nsw.gov.au.

Find a NSW motor registry

Locations of Motor Registries, RMS Agency, or Service NSW offices can be found at www.service.nsw.gov.au/service-centre.

More information

For more information, please go to the [Frequently Asked Questions \(FAQ\)](#) available from at www.kidsguardian.nsw.gov.au/check.

If you have a question, please email check@kidsguardian.nsw.gov.au.

Disclaimer: The material provided in this Fact Sheet is for guidance only. Every effort has been made to ensure that the information is accurate, current and not misleading. However, this cannot always be guaranteed and no warranty is given that the information is free from error or omission. Users should exercise their own skill and care with respect to the use of the material. The information is also not a substitute for independent legal or other professional advice and users should obtain appropriate professional advice relevant to their particular circumstances.

The Office of the Children's Guardian does not guarantee, and accepts no legal liability whatsoever for any act done, omission made, loss, damage, cost or inconvenience arising from, connected to, or as a consequence of, using or relying on the material contained in this Fact Sheet.

PERSONAL INFORMATION

Date:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Surname		Given Names		
Residential Address		Suburb	Postcode	
Phone (Home)	Phone (Mobile)			
Email	Date Of Birth			

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Surname		Given Names		
Relationship	Address	Suburb	Postcode	
Phone (Home)		Phone (Mobile)		

Are you an Australian Citizen or Permanent Resident? YES ☐ NO ☐New Zealand passport holder or have a Visa which entitles you to work in Australia? YES ☐ NO ☐**POSITION DETAILS**

Bus Driver <input type="checkbox"/>	Mechanic <input type="checkbox"/>	Other <input type="checkbox"/>	Specify
Full Time <input type="checkbox"/>	Casual <input type="checkbox"/>	Have you previously been employed at Red Bus Services? If yes give dates.	

LICENCE INFORMATION Please provide a copy of Drivers Licence, Bus Drivers Authority &/or MVRJA licence.

Licence number	Class	Expiry Date	Demerit points	Years Held
Do you hold a Transport for NSW Drivers Authority?		Bus Driver Authority number	Years held	Expiry date
Do you hold a MVRJA Licence? If yes please fill out the following.		MVRJA Licence number	Years held	Expiry date

In the past 5 years have you had your Drivers Licence suspended? YES ☐ NO ☐In the past 5 years have you has any criminal convictions against you? YES ☐ NO ☐In the past 5 years have you had any traffic convictions? YES ☐ NO ☐

If you answered yes to any of the questions above please specify:

CHILD CHECK

Any new applicants need to have a current and valid working with children check number.

Child check number:

Expiry date:

EDUCATION & TRAINING

Are you prepared to enter into a traineeship/ apprenticeship? YES ☐ NO ☐

Outline all your education qualifications and/or licences. *Please provide copies.*

Qualification or Licence type	Level achieved	Date

Are You Currently employed? YES ☐ NO ☐

If yes please specify:

Have you ever had or currently been treated for any serious Medical or Physical Condition that may affect your ability to perform the position you are applying for? (Examples: Heart Conditions, Epilepsy, Sleep Disorders, Diabetes, Muscular, Dystrophy, Psychiatric etc.) If yes please Specify in the space below. YES ☐ NO ☐

Are you prepared to undertake full Medical and Functional assessment prior to commencing employment? YES ☐ NO ☐

Do you require any special needs/concessions for your religious belief? YES ☐ NO ☐

Please specify

Are you prepared to work shift work, including broken shifts, weekends, public holidays and overtime? YES ☐ NO ☐

Please give details of two referees that are not living with you:

Name	Relationship	Contact phone number

DRIVING EXPERIENCE (DRIVER APPLICANTS ONLY)

Outline your heavy vehicle driving experience (list all truck & bus experience):

Employer	Type/size of vehicle	Years

Outline any reportable accidents you have in the past 5 years:

Details	Date

EMPLOYMENT HISTORY

Please provide details of your previous employment history for the past 10 years. *Please provide copies of any written references.*

Dates	Position held	Contact details for reference check
		Name of employer:
		Name of referee:
		Phone:
		Email:
		Reason for leaving:
		Name of employer:
		Name of referee:
		Phone:
		Email:
		Reason for leaving:
		Name of employer:
		Name of referee:
		Phone:
		Email:
		Reason for leaving:
		Name of employer:
		Name of referee:
		Phone:
		Email:
		Reason for leaving:

PHYSICAL REQUIREMENTS (DRIVER APPLICANTS ONLY)

In order to be a Transport Safety Worker, Red Bus Services has specific physical inherent requirements that must be met. As part of the selection process, there may be a Medical Assessment (carried out by a qualified practicing physician), and, in some cases, a practical assessment may also be required. These assessments are used to determine each applicant's suitability to perform their duties. The following information concerning key physical criteria is needed to help us identify any issues that may need to be followed up at a later stage and also provide applicants with better understanding of the physical job requirements.

Please answer the following:

1. Are you taking any medication which affects your mental alertness?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Do you have any medical conditions that can affect your mental alertness?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Do you have any difficulties hearing speech, traffic warnings, radio communications with or without hearing aid?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Do you have any difficulties seeing ticket details, bus stop or passenger signals, near or far, with or without glasses?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Is there anything that prevents you from speaking clearly to provide information and instructions to other employees or customers?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. Do you have any difficulties exerting and maintaining pressure on an accelerator pedal for long periods of time?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7. Do you have any physical restrictions that may prevent or restrict you from rotating or twisting your body, neck, upper limbs, shoulders or lower back?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. Do you have any difficulties maintaining a seated or standing position for long periods of time?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9. Have you ever had, or been told by a doctor that you has a sleep disorder e.g. sleep apnea?	YES <input type="checkbox"/> NO <input type="checkbox"/>
10. Do you, or have you ever, smoked?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11. The weight bearing limit on the driver's seat of Red Bus Services' buses is 120kg. Is your weight above 120kg?	YES <input type="checkbox"/> NO <input type="checkbox"/>
12. Do you have difficulty reading and comprehending instructions such as shift and route information, destination and street signage and writing simple reports for defects, accidents and incidents?	YES <input type="checkbox"/> NO <input type="checkbox"/>
13. Are you aware that it is illegal to smoke on a bus?	YES <input type="checkbox"/> NO <input type="checkbox"/>
14. Drug screening is a mandatory component of the employment process. Do you consent to mandatory drug screening?	YES <input type="checkbox"/> NO <input type="checkbox"/>
15. Ability to undertake manual handling duties in accordance with company policies e.g. changing of bus destinations sign and providing passenger assistance?	YES <input type="checkbox"/> NO <input type="checkbox"/>
16. Is there anything that prevents you from driving in all weather and light conditions e.g. during the night, day or when raining?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If you ticked 'yes' to any of questions 1-13 above, or 'no' to question 14, please comment:

APPLICANT AGREEMENT (ALL APPLICANTS TO SIGN)

It is agreed by the applicant that:-

1. I give permission for Red Bus Services to obtain information about my driving record, criminal report and previous work history.
2. No action will be taken against Red Bus Services or any other party for damages on account of requesting or supplying such information.
3. The applicant will complete additional tests as Red Bus Services requires. These tests could include medical, drug and/or aptitude tests.
4. Employment is subject to a "working with children" check, in accordance with the Passenger Transport Act.
5. Employment is subject to the results of a Medical Examination, in accordance with the Passenger Transport Act.
6. As a condition of employment, the applicant will undertake all necessary Red Bus Services training.
7. If offered employment as a Casual Employee, the applicant will be allocated work as necessary with no guarantee of hours available per week.
8. If offered employment, a three month qualifying period will apply and that employment may be terminated without notice during this period.
9. If offered employment, such additional information will be supplied by the applicant to enable employment files to be completed. (i.e. payroll details)
10. If offered employment, the applicant will inform Red Bus Services immediately if the applicant's driver's licence or driver's authority is suspended or cancelled.
11. If offered employment, the applicant agrees to keep Red Bus Services informed of any change to secondary employment including the driving of a heavy vehicles for another company.
12. If offered employment, the applicant will act in accordance with Red Bus Services' policies and procedures.

Terms and conditions of employment will generally be governed by the applicable Award, or a ratified Enterprise Agreement or Union Collective Agreement.

It is understood that any misrepresentation by me on this application will be sufficient cause for the cancellation of this application or summary dismissal after employment.

I hereby certify that the information supplied is true and complete to the best of my knowledge.

Applicants Signature _____ **Date** _____



DRUG & ALCOHOL RESPONSIBILITIES UNDER THE PASSENGER TRANSPORT ACT 1990 & WORK HEALTH AND SAFETY ACT 2011

All Transport Safety Workers are expected to have a zero blood alcohol content (regarded as less than 0.02ml/ml)

Transport Safety Employee

The Passenger Transport Act defines a Transport Safety Employee as:

- An employee or contractor of an accredited service operator who performs transport safety work;
- An individual who is an accredited service operator and who performs transport safety work.

Transport Safety Employees at Red Bus Services therefore include senior management; those working with the movement of buses; those working on or about the maintenance of buses or any Red Bus Services infrastructure (including contractors and consultants); and those involved in the development, management or monitoring of safe working systems.

Employees must:

- Report for work free from the influence of alcohol and other drugs.
- Not use any alcohol or any alcoholic substance at work.
- Be aware of the Blood Alcohol Concentration limits that apply to their position and be free from the influence of drugs and/or alcohol whilst at work, as required by relevant legislation.
- Check with their doctor if taking prescription medicine to be sure that they are okay to work safely in their current job while taking the medication.
- Not use, keep or sell any illegal drugs on any work or at the Red Bus Services property.

All employees at Red Bus Services are Transport Safety Workers. Whether you are a Transport Safety Employee or not, Red Bus Services' Alcohol and other Drugs policy is absolutely clear: you must not be affected by alcohol or any other drug while you are doing your work. Drinking or taking drugs before you work can make you dangerous to yourself and others who depend on you.

Red Bus Services do perform random drug and alcohol testing on their employees. This is carried out by an authorised and licenced drug and alcohol contractor. As part of your employment you must be prepared to undergo testing, refusal to take the test at any time will be considered as a positive result and may be dealt with as such.