



PUNCHBOWL BUS COMPANY DRIVER APPLICATION FORM

HOW TO APPLY

Please take the time to read the Job Description and Selection Criteria. You must fully complete the Application for Employment form for your application to be considered.

WHAT HAPPENS NEXT

We usually receive more applications than we have positions available. Your application will be assessed against predetermined, job related standards.

If your application meets our standards we will arrange to interview you and test you on your bus driving ability. You will then be advised if you are successful.

CONDITIONS OF EMPLOYMENT

If your application is successful our Employment Officer will make you familiar with your "Conditions of Employment" with Punchbowl Bus Company. You will then be issued with a Drivers Handbook.

Our Employment Officer will also explain the various aspects of your job and your benefits.

TRAINING

In your first week of employment you will be placed with a driver and shown all aspects of your duties as a bus driver. You will then be allocated a shift.

If you have not already done so, you will undertake a two year traineeship in Transport & Distribution.

BENEFITS

We will supply a uniform after a qualifying period
We will pay you during training
We will offer overtime
We are an "Equal Employment Opportunity" employer

ABOUT THE COMPANY

Punchbowl Bus Company is a family owned company that has serviced the community in the Hurstville/Bankstown area for over 50 years. The company operates a fleet in excess of 60 vehicles and has more than 100 employees.



BUS DRIVER JOB DESCRIPTION

- 1 Drive allocated bus along specified routes according to the shift instructions or as directed.
- 2 Ensure the care, safety and comfort of Punchbowl's customers.
- 3 Be able to use a two-way radio.
- 4 Complete report forms, shift reports and occurrence reports as required.
- 5 Collect fares, check tickets and passes, record students carried, operate ticket machine and give correct change.
- 6 Account for all money collected and pay in each day.
- 7 Carry out all shift duties and instructions as outlined in the company's Driver Handbook.
- 8 Maintain and wear uniform once supplied. Be neat and tidy at all times.
- 9 Successful applicants will be issued with a full job description document.

Skill needed

Physical

- * Able to drive a bus safely and effectively
- * Good personal presentation and hygiene

Mental

- * Able to read and understand shift instructions, rosters and act upon them.
- * Able to add and subtract
- * Able to calculate fares and give correct change
- * Able to read maps and follow directions

Aptitude

- * Good interpersonal skills
- * Able to relate to passengers, answer their questions and offer assistance
- * Able to follow schedules
- * Obey the Motor Traffic Act
- * Able to work in a diverse environment

Interest

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

Selection Criteria - Essential

- * Valid MR (minimum) drivers licence
- * Valid NSW Bus Driver Authority
- * Have a good driving history, defined as...
 - No drink driving offences in the past 5 years
 - Only one loss of licence in past 10 years
- * No criminal convictions in past 10 years
- * Able to work shift work including broken shifts, weekends and public holidays
- * Able to perform simple mathematical calculations, read rosters, maps and timetables and follow route directions
- * Have a good personal presentation
- * Demonstrated customer service experience
- * Understand the safety requirements of a bus driver
- * Have Australian citizenship or permanent residency status
- * No child related sex offences or violence offences

Desirable

- * Experience in bus or heavy vehicle operation
- * Experience in cash handling
- * Experience in customer relations



APPLICATION FOR EMPLOYMENT

If successful in my application for employment I will be on six (6) month probation before confirmed permanent. I agree to undergo a medical examination by the company's nominated doctor.

I will be issued with driver's handbook containing corporate policy & conditions of employment.

I will become familiar with and agree to abide by the conditions contained within this document.

NAME

ADDRESS POSTCODE

TELEPHONE MOBILE

DATE OF BIRTH PLACE OF BIRTH

DRIVER'S LICENCE NO: CLASS EXPIRY DATE

DRIVER AUTHORITY NO: EXPIRY DATE

WORK HISTORY

POSITION HELD	FROM/TO	EMPLOYER'S NAME	SUBURB	PHONE NO.	REASON FOR TERMINATION

REFERENCES

NAME	POSITION	EMPLOYED BY	SUBURB	PHONE NO.

FAMILY

MARRIED SINGLE PARTNER

Name, address & phone number of contact person in case of accident or emergency

NAME	ADDRESS	PHONE NO.

Are you an Australian citizen? YES NO

If not, have you permission to work in Australia YES NO DETAILS

Are you a member of a union? YES NO DETAILS

Have you completed Certificate III Transport & Distribution? YES NO

If yes, please include copy of certificate with your application.



HEALTH

Have you suffered any serious illnesses or impairment likely to affect your driving? YES NO

IF YES, DETAIL

Due to seating restrictions, is your weight less than 120 kg YES NO

NOTE, OUR BUS DRIVER'S SEATS ARE NOT DESIGNED FOR PERSONS OVER 120KG

Have you ever made a workers compensation claim? YES NO

IF YES, DATE:

DETAILS:

PRIVATE MOTOR VEHICLE

MAKE OF VEHICLE

REGISTRATION NO.

ACCIDENT CLAIMS AND/OR CONVICTIONS

Any accident claims in the past 10 years? YES NO

IF YES, DATE:

Any traffic or criminal convictions in the past 10 years? YES NO

IF YES, DETAIL

APPLICANT'S CHECKLIST

	YES	NO
Have you completed all the questions in this application form?		
Have you signed the declaration below?		
Have you attached a copy of your driving history no older than 4 weeks?		
Have you attached the signed Working with Children Background Check Consent?		
If you have completed Certificate III in Transport & Distribution, have you attached a copy of the certificate?		
Have you read and understand the Bus Driver Job Description?		

DECLARATION BY APPLICANT

I give Punchbowl Bus Company consent to contact person/s or entity/s nominated in this application to confirm the information provided and to obtain references to assist my application for tenancy. I hereby declare that the information given is true and correct. I understand that if I make any omission or false statements in this application I may be dismissed without notice. I understand that if successful I will be required to provide a driving record from RTA and complete a working with children check.

SIGNATURE

DATE

LODGE APPLICATION BY MAIL

Recruitment
Punchbowl Bus Company
56 Hannans Rd
RIVERWOOD NSW 2210

OFFICE USE ONLY

DATE TO COMMENCE	<div style="border: 1px solid black; width: 273px; height: 20px;"></div>
DRIVING RECORD SUPPLIED?	<div style="border: 1px solid black; width: 273px; height: 20px;"></div>
WORKING WITH CHILDREN CHECK COMPLETED?	<div style="border: 1px solid black; width: 273px; height: 20px;"></div>
COMPANY REPRESENTATIVE	<div style="border: 1px solid black; width: 273px; height: 20px;"></div>
REFERENCE CHECK COMPLETED?	<div style="border: 1px solid black; width: 273px; height: 20px;"></div>
FULL TIME - PERMANENT PART TIME - CASUAL	<div style="border: 1px solid black; width: 273px; height: 20px;"></div>



ATTACHMENT 5

6.5 WORKING WITH CHILDREN BACKGROUND CHECK CONSENT



All fields must be completed. Please use block letters.

Family name: _____

Given name(s): _____

Previous names/aliases: _____

Date of birth: _____ Gender: (Please tick) Male Female

Place of birth (city, state, country): _____

Identifying document type (e.g. driver's licence/passport): _____

Identifying document number: _____

Address: _____

Suburb/Town: _____ State: _____ Postcode: _____

Contact telephone number: _____ Contact Email: _____

Title of position applied for: _____

Type of position (Please tick):

Paid employee Religious leader/spiritual official of a religion Foster carer

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

- 1. a national criminal record check for charges and/or convictions (including spent convictions) for:**
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - any child-related personal violence offence;
 - any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

ATTACHMENT 5 (CONTINUED)

2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.



I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Offenders Registration) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name: _____

Signature: _____ Date: _____

NOTE: This form is to be kept by the employer.