



JOB DESCRIPTION

Job Title: Bus Driver

Job Type: Casual

Statement of Duties/Responsibilities:

- Assist customers by acting in a courteous, caring manner and ensuring a safe comfortable journey.
- Provide prompt, friendly and helpful service to charter groups and ensure that commitments are kept.
- Drive any company vehicle economically and carefully in accordance with relevant road laws and Company policies.
- Report vehicle mechanical defects in the prescribed manner.
- Report accidents and incidents in the prescribed manner.
- Wear the uniform in the prescribed manner. Launder and maintain the uniform regularly, and display a high standard for personal grooming and hygiene.
- Be responsible for your cash and tickets and ensure that all revenue is collected.
- Accurately complete all necessary recording procedures i.e daily journals, time records, late/early running, customer loading data, fuel and charter records.
- Observe all Company working practices and carry out reasonable 'other' duties if requested to do so.
- Monitor vandalism, report offences and assist in identifying offenders.
- Participate in training programs as required.
- Adhere to zero drug and alcohol legislation and 'no smoking' policy in company vehicles, buildings and immediate surrounds.
- Report any matters relevant to the currency of drivers licence. If charged with a criminal or civil offence, report all details to management.
- Work in accordance with occupational health and safety policies and act in a manner that does not risk the safety of passengers, fellow road users or colleagues.
- Comply with Dion's Bus Service Fatigue Management Policy with regard to any secondary employment.

Qualifications:

- MR/HR Licence
- NSW Bus Driver Authority issued by TfNSW
- Working with Children Clearance for paid work



Driver Application Form

Application Date	
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Name		
Surname	Given Names	Preferred Name

Address		
Street Address	Suburb	Post Code

Contact Details		
Email	Mobile	Home

Are you a permanent resident of Australia? Yes No

Education		
Qualification	Location / School	Year Completed

Employment History				
Employers Name	Position Held	Start Date	Finish Date	Reason for Leaving

Please list any other relevant experience you have

1.
2.
3.

Drivers Licence/Authority and WWCC Details		
Driver Licence Number	Licence Class	Licence Expiry Date
Driver Authority Number	Driver Authority Type	Driver Authority Expiry Date
WWC Number	Type (Paid or Unpaid)	WWCC Expiry Date

Driving Record		
	Yes	No
Have you had your licence suspended in the last 10 years?		
Have you any traffic convictions involving the consumption of alcohol in the past 10 years?		
Have you any dangerous driving convictions in the last 10 years?		
If you answered yes to any of the above questions, please provide details		

Medical		
	Yes	No
Have you ever had, or do you have a serious medical condition such as heart failure, diabetes, epilepsy, sleep disorders, Muscular dystrophy and/or psychiatric illness		
Do you have any physical disability or medical condition which would affect your ability to perform duties associated with the applied position? If yes, give details below.		
Are you prepared to undertake a full medical and functional assessment at this company's expense?		
Please provide details below in response to the above Medical questions:		

	Yes	No
Are you at present or have you in the last 5 years been on workers compensation? If so, give details below:		

References		
Please List Three Referees		
Name	Relationship & Company	Contact No

Please provide any other information in support of your application:

Disclaimer and Signature

- I declare that the information provided in this application is correct and complete to the best of my knowledge.
- I accept as a condition of my employment that any incorrect or misleading information provided in my application for employment may result in the termination of my position.
- I accept that should I be granted a position with Dion's Bus Service, then the first six months of my employment will be deemed as a probationary period. During this period, my performance will be assessed and continued employment beyond this period will be determined by management.
- I acknowledge that should I be granted a casual or part time position, transfer to full time employment is subject to my performance and the discretion of management.

Signed

Date



Job Application Check List

Before you submit this application please ensure that you have included the following information and copies:

Completed Dion's Bus Service Bus Driver Application Form	
Your Working with Children Check Number	
A copy of your current Driver's Licence	
A copy of your current Transport for NSW Driver Authority	
Any other material which will support your application including references and relevant qualifications	

Your completed application can be sent to:

The Manager
Dion's Bus Service
PO Box 868
Wollongong NSW 2520

or Submitted to our office at:

30 Woodhill St
Fairy Meadow NSW 2519

or Emailed to:

info@dions.com.au