



Bus DRIVER APPLICATION

Dyson
G R O U P
O F C O M P A N I E S



*Our Values:
Care and Respect, Teamwork, Open and Honest, Accountable*

Introduction

Thank you for applying for a 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 family company comprising four generations and some 45 years experience. We operate 400 buses and coaches and employ approximately 750 staff, spread over eight depots located throughout the Melbourne Metropolitan area, regional Victoria and New South Wales as well as the Northern Territory. We provide a vast range of passenger services including the following:

- Short distance metropolitan route services
- Victorian Government - V/Line contracted rail replacement services
- Victorian Government - Department of School Education contracted services
- School Bus services, including special community and district contracts
- Local Charter and Luxury Tour coaches, including major event transport special services
- Nightrider Services

Dysons Board of Directors believe in "hands on" philosophy by providing direction and guidance to senior management and staff through experience and applying a hands on approach financially and operationally on a consultative daily basis. The company operate a "team" management style involving staff at all levels of the organisation in decision making processes.

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.

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. 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.
- 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.

The incumbent 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 high.

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 other personalities, views and opinions.
- 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 industry codes of practice
- 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 but uninvolved 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' Certificate (DC) for VIC employees, H endorsement for NT employees, PUB for NSW employees of 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"/>	
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"/>	
5 years or more experience in driving buses	<input type="checkbox"/>	<input type="checkbox"/>	
A Certificate II or III in Transport	<input type="checkbox"/>	<input type="checkbox"/>	
Experience in previous 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 occur at times 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 yourself 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			
I am able to communicate clearly with a diverse range of people			
I am an honest and trustworthy person			
I enjoy working with people in general and the public			
I enjoy working with children			
I am a patient person			

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 Officer
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

* please provide a copy of your passport, visa or citizenship papers with your application

Residential Address:

Postal Address:

Contact Details:

Home Phone:

Email:

Mobile:

Other:

DRIVER LICENCE DETAILS

Driver Licence No:

Expiry Date:

Class:

State:

Licence Condition:

Licence
Endorsements:

Snow Licence: No Yes

If yes what
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 am happy for these people to be contacted by a Dysons representative No Yes

HEALTH SAFETY & WELLNESS

I understand that if I provide false, misleading or incomplete information relating to my pre-existing condition or if I fail to disclose my pre-existing condition altogether, I may not be eligible for workers compensation in the event that my condition is aggravated, enhanced, worsened, or caused to recur through the course of my work at Dysons.

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:

Employer at the Time:

Period of injury or illness:

Injury Details:

WELLNESS

Are you aware of any reason, medical or otherwise, why you may not be able to completely perform the duties of a Bus Driver?

No Yes If yes, please provide details

OHS

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

1

2

3

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 my answers to any of the questions above are misleading, or do not disclose a condition or restriction that inhibits me from meeting the full requirements of the position of bus driver carrying public passengers, 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:

Applicants
Signature: