



What is a Bus Driver?

At State Transit, we believe you are much more than a driver. In addition to driving the vehicle, you are in charge of:

- Getting our customers to their destination safely and on time
- Keeping the network moving by reporting incidents and traffic delays
- Delivering great customer service
- Helping our customers to use the Opal ticketing system



Am I eligible to apply?

There are a few things we need from you to be sure you're ready for the job and will be able to drive yourself and our customers around safely. In order to operate a bus, you must:

- Be a permanent resident of Australia or citizen of Australia or New Zealand
- Have held an unrestricted Australian driver's licence for the last 12 months or currently hold a New Zealand equivalent of the Transport NSW Bus Driver Authority Card
- Have a good driving history
- Be willing to work all the shifts required of the position
- Maintain a weight below 130 kilograms
- Obtain a Working with Children Check clearance
- Obtain a clearance from a medical practitioner (in order to obtain a Bus Driver Authority Card which allows you to drive a public passenger vehicle)

What does the recruitment process involve?

There are a number of steps involved in the recruitment process that include an online application, assessment activities and pre-employment checks. For more information, refer to the 'Recruitment Process' section below.

Is there an age limit?

No. As long as you meet the eligibility requirements you may apply. However there are some health requirements to meet as part of the recruitment process. This is explained in more detail later in this info pack.

Do I need to already hold a Medium Rigid (MR) Licence?

No. If your Bus Driver application is successful, we will help you to obtain your MR license once your employment has commenced. This licence will enable you to drive buses.

What is considered a good driving record?

As part of the recruitment process, you will need to supply a record of your driving history (issued within the last 30 days) from Roads and Maritime Services (RMS).

A good driving record is usually considered to be:

- No more than six demerit points lost
- No drink driving offences in the last three years
- No more than one loss of license in the last three years
- The overall number of offences recorded against your licence is not excessive.

I have applied to be a Bus Driver previously, am I able to apply again?

Yes. Some ineligibility periods apply depending on which part of the assessment you did not successfully complete previously:

Reading comprehension test **12 months**

Driver evaluation **6 months** *(unless you have since obtained an MR licence or have since obtained at least 3 months heavy vehicle driving experience, you may reapply at any time)*

All other assessments **6 months**



What we're offering you

What type of shifts are available?

If the regular nine-to-five life isn't for you, our full time staff work on a rotating roster. Rosters may include:

- A mixture of morning, afternoon, evening or broken shifts, split between the morning and evening
- Five days over a six day period from Monday to Saturday
- Voluntary overtime on Sundays giving you the opportunity to boost your pay

If you'd prefer to have more regular hours, our part time staff are rostered to work set times each week. This usually includes:

- The same shift every day in morning or afternoon peak periods
- 15 to 35 hours per week spread over five days from Monday to Friday only
- Two to three days per week in some depot locations

Can I work on a casual basis?

Yes. Casual employees generally need to be available at least three days each week on a regular basis from Monday to Friday. Existing full and part time staff can also opt to switch to casual employment if their circumstances change.

Where will I be based?

There are 12 depots located in four regions across Sydney:

- **Northern Region** – Brookvale, Mona Vale and North Sydney
- **Eastern Region** – Port Botany, Randwick and Waverley
- **Southern Region** – Burwood, Kingsgrove, Leichhardt and Tempe
- **Western Region** – Ryde and Willoughby

You can nominate your preferred depot locations when completing your online application.

What is happening with the Southern Region (Region 6)?

From July 2018 it is anticipated that bus services in the Southern Region will transfer their operation from State Transit to a new private operator.

We're continuing to recruit for the Southern Region. All staff employed in this region are guaranteed ongoing employment with the new operator. For further information please refer to our [Fact Sheet](#) for more information on how these changes will affect you.

What is the starting salary?

Trainee Bus Drivers \$26.03 per hour (\$989.50 per week)

Qualified Bus Drivers \$28.01 per hour (\$1,064.20 per week)

The average gross annual salary of \$70K for a trainee and \$79K for a qualified driver including allowances and overtime

Will I receive extra penalties for working at night, weekends and on public holidays?

Yes. Under the current Award, Bus Drivers receive various shift penalties depending on your start and finish times and spread of hours. This includes:

- Time and a half for ordinary time worked on Saturdays
- Double time for ordinary time worked on Sundays
- Extra penalties for time worked on a public holiday
- Overtime penalties in instances such as when a rostered day off is cancelled or when choosing to work overtime voluntarily.

How much leave will I get?

Staff who work full-time rotating roster receive five weeks paid annual leave with 20% leave loading and opportunity to purchase leave.

What other benefits do I receive?

State Transit offers Bus Drivers a wide range of benefits including:

- Opportunities to undertake satisfying work, develop your skills and pursue a rewarding career
- Free employee travel on NSW Government bus, rail and ferry services
- On-the-job training and qualifications (Certificate III in Driving Operations- Bus)
- Staff reward and recognition programs
- Salary packaging options through [Maxxia](#)

- Recreation and social activities with team mates.

For a full list of the benefits you will receive, check out the [Benefits](#) page on our website.

Can I hold another part-time job while employed as a Bus Driver?

Yes, as long as your priority is to your primary role as a Bus Driver. All employees must have any secondary employment approved annually to ensure that there is no conflict of interest and that additional working hours do not contribute to driver fatigue.

Will I be paid during my initial induction and training period?

Yes, you will start being paid as a State Transit employee when your induction period begins.

Where and when does the induction and training take place?

You will undertake a two to three week full time induction program consisting of theory and practical learning. This is conducted at the Transport Training Centre at Petersham as well as practical training at your home depot.

Can I transfer between depots?

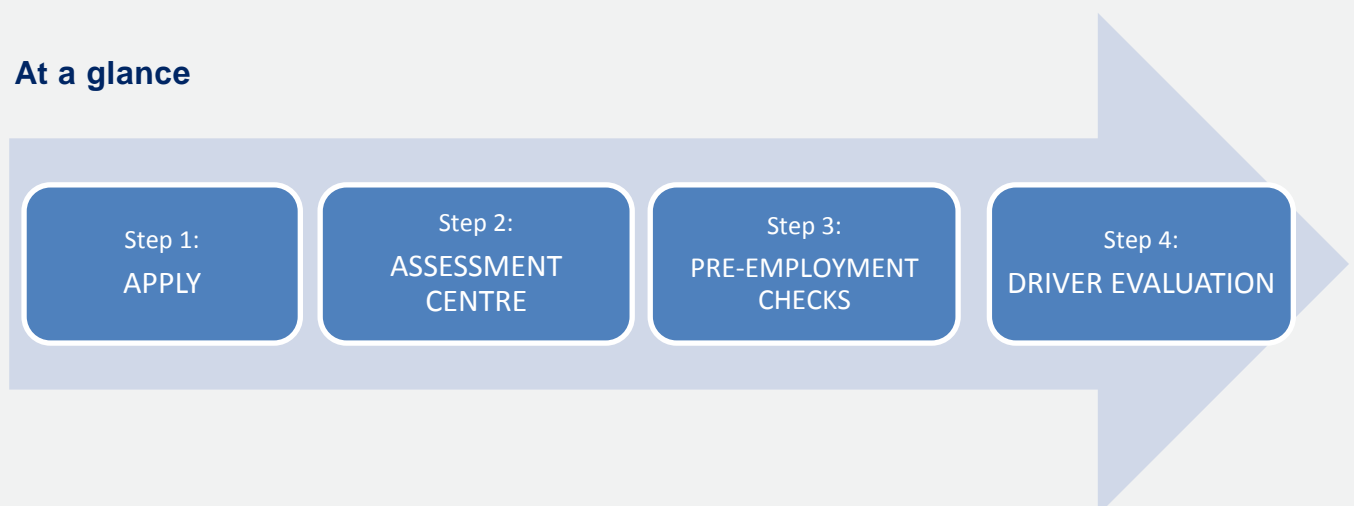
Yes. You may apply for a transfer after 12 months at your current location. Transfers are considered on a first come, first served basis and are dependent on how many other Bus Drivers have applied for transfer into that location.

Is there a probationary period?

Yes. All Bus Drivers including former employees returning to State Transit must complete a probationary period. For Bus Drivers commencing a two year full time traineeship, the probation period is two months. For Bus Drivers commencing a three year traineeship or for permanent qualified drivers, the probation period is three months.

The Recruitment Process

At a glance



Step 1: Apply

You can make your application online via iworkfor.nsw.gov.au. For more information on how to complete the application you can refer to the [Apply for a job](#) section on our website.

Applications are reviewed to make sure they meet the eligibility requirements above.

Step 2: Assessment Centre

If you have been successful through the screening process, we will invite you to an Assessment Centre. This is held onsite at one of our Depots or at the Transport Careers Centre located in Burwood.

The session runs for a half day and includes an interview and other assessment activities. You will also be provided with everything you need to know about becoming a Bus Driver and completing the application process.

What to bring to the Assessment Centre

You will be notified in your invitation email of what documents to bring with you to the Assessment Centre which will include:

- Proof of Permanent Residency, e.g. Australian or New Zealand passport, original Australian birth certificate, original Australian Citizenship certificate, or other evidence of entitlement to work in Australia
- Driver's Licence – don't worry if you only have a C class licence, State Transit will upgrade you to a licence that allows you to drive a bus.
- Driving History (Issued within the last 30 days). You can obtain this [online](#) (charges apply) or in person by visiting a [NSW Service Centre](#). Check out the [Service NSW](#) website for more information

Step 3: Pre-Employment Checks

If you pass the assessment stage, there are just a few more checks we need to complete before you can start.

★ Pre-employment Health Assessment

This consists of:

- A medical assessment required for your Bus Driver Authority Card application (if applicable)
- A functional assessment to determine whether you are physically fit for the job
- A drug and alcohol test required by all Bus Drivers under legislation.

Depending on your height and weight, an additional practical assessment may be required on board a bus to determine your physical capacity to meet the job requirements safely.

★ Working with Children Check Clearance

All of our Bus Drivers must have a current NSW Working with Children Check clearance. You can apply for these online on the [Office of Children's Guardian website](#).

★ Reference Checks

You will need to provide a minimum of two referees who can confirm your suitability for work as a Bus Driver. Referees should be a recent line manager or supervisor or someone who is able to comment on your work performance.

★ Medium Rigid (MR) Knowledge Test

If you do not already have an MR licence, you will need to go to Service NSW and complete the MR knowledge test to obtain an MR learner's permit. You will also need to purchase the MR Licence Logbook.

To prepare for the knowledge test you can either download the Knowledge Handbook from the [Roads and Maritime Services website](#) or purchase a copy of the handbook from a local [Service NSW Centre](#). You may also attempt a practice test on the Roads and Maritime Services website.

★ Applications for NSW Bus Driver Authority Card

You will need to apply for NSW Bus Driver Authority Card through Roads and Maritime Services (RMS). If you already have a current Bus Driver Authority Card, you do not need to apply again.

Because this application includes a Criminal History Check, you will be asked to complete a Statutory Declaration to confirm any unspent criminal history or matters pending prior to your first day of employment. This Statutory Declaration allows for a Bus Driver Authority Card to be issued pending completion of the necessary Criminal History Check should there be any delay.

Step 4: Driver Evaluation

The last thing we assess before making an offer of employment to you is whether you are able to drive a bus safely or have the ability to quickly learn how. The evaluation gives you the opportunity to drive a bus under the guidance of a heavy vehicle driving instructor.

The evaluation will:

- Usually take place between 10am to 3pm on a weekday.
- Take between one and five days depending on your prior experience, licence type and progress.
- Require you to successfully meet each day's evaluation criteria to progress to the next day. Each day, a trainer will brief you on the criteria that will be covered that day.

Offer of employment

Once you have successfully progressed through the recruitment process, you will be contacted with an offer of employment. The recruiter will also confirm your preferred location.

First preferences for location cannot always be accommodated. However where possible, we try to locate you close to where you live.

Once we confirm a location we will email an Offer Letter to you outlining the terms and conditions of your employment.

Induction - Your journey begins!

When you begin your new job, you will undertake a three week full time induction program consisting of theory and practical learning. This training will be conducted at the Transport Training Centre at Petersham together with practical training at your home depot.

How long does the recruitment process take?

The length of the recruitment process typically depends on your availability to attend assessment centres, medical appointments and driver evaluation. Most candidates will need to provide notice to their current employers. We aim to complete the process within four weeks plus any current employment notice period you have.