

# APPLICATION FOR EMPLOYMENT



*Punchbowl Bus Co*

[www.punchbowlbus.com.au](http://www.punchbowlbus.com.au)



# APPLICATION FOR EMPLOYMENT

THE TERM "PBC" REFERS TO PUNCHBOWL BUS COMPANY & AFFILIATED COMPANIES

## HOW TO APPLY

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

## WHEN YOU APPLY

We usually receive more applications than we have positions for. Your application will be assessed against pre-determined job related standards. If your application meets these standards we will arrange for an interview and test you on your bus driving ability. You will be advised what happens next if you are successful.

## CONDITIONS OF EMPLOYMENT

If your application is successful our Employment Officer will familiarize you with the Company's Guide to Corporate Policy & Conditions of Employment. You will then be issued with a Driver Handbook. Our Employment Officer will also explain the various aspects of your job and its benefits.

## TRAINING

We provide training suited to your experience to enable you to meet our driving standards. Apprentices & Trainees will be provided with relevant instruction & practical experience. This will be supplemented with formal training delivered by Into Training Australia (ITA). Those successfully completing this formal training will receive a nationally recognised qualification.

## BENEFITS

- \* We will supply a uniform after a qualifying period
- \* We will pay you during your training
- \* We will offer overtime
- \* We are an Equal Employment Opportunity (EEO) employer

## PUNCHBOWL BUS COMPANY

Punchbowl Bus Company is a family owned company that has serviced the community in the Hurstville/Bankstown area since 1952, with operations in Goulburn (PBC Goulburn) since 2008. The group operates a fleet in excess of 90 vehicles and has more than 150 employees.

## CONTINUED EMPLOYMENT

Your continued employment is reliant on you having a valid Bus Driver Authority and MR (minimum) class driver's licence at all times. If your driver's licence and/or your Bus Driver Authority is suspended, cancelled or withdrawn, your employment will be terminated.

## BUS DRIVERS - Skills Needed

### Physical

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

### Attributes

- \* 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 instructions

### Aptitude

- \* Good interpersonal skills
- \* Able to relate to passengers, answer their questions and offer assistance
- \* Able to follow schedules
- \* Obey the Passenger Transport Act 1990 and Road Transport Regulation 2008
- \* Able to work in a diverse environment

### Interests

- \* 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

## BUS DRIVERS - Selection Criteria

### Essential

- \* Valid MR (minimum) driver's licence
- \* Valid NSW Bus Driver Authority
- \* Have a very good driving history:
  - No drink driving offences in the past
  - Only one loss of licence in the past
  - No more than 7 demerit points
- \* Have no criminal convictions in the past 10 years
- \* Have no child related sex offences or violence offences
- \* 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 instructions
- \* Have good personal presentation
- \* Demonstrated customer service experience
- \* Understand the safety requirements of a bus driver
- \* Have Australian Citizenship, permanent residency status or be eligible to work in Australia

### Desirable

- \* Experience in bus industry and heavy vehicle operation
- \* Experience in cash handling and good customer service skills

## POSITION DETAILS

POSITION APPLIED FOR: DRIVER / MECHANIC / OTHER *Please specify*

LOCATION/DEPOT

FULL TIME / PART TIME / CASUAL

HAVE YOU PREVIOUSLY APPLIED FOR A POSITION, OR BEEN EMPLOYED BY "PBC"?

Yes  No

*If yes, give details*

## PERSONAL INFORMATION

MR/MRS/MS/MISS SURNAME

GIVEN NAMES

RESIDENTIAL ADDRESS

SUBURB

POSTCODE

PHONE (HOME)

PHONE (MOBILE)

EMAIL ADDRESS

DATE OF BIRTH

PLACE OF BIRTH

## FAMILY

MARRIED / SINGLE / PARTNERED

NAME, ADDRESS & PHONE NUMBER OF CONTACT PERSON IN CASE OF EMERGENCY

## PRIVATE MOTOR VEHICLE

MAKE OF VEHICLE

REGISTRATION NUMBER

## LICENCE INFORMATION

*Provide copy of your driving history, no more than four weeks old*

LICENCE NUMBER *(Provide copy)*

CLASS

EXPIRY DATE

YEARS HELD

BUS DRIVER AUTHORITY NUMBER *(Provide copy)*

EXPIRY DATE

YEARS HELD

MVRIA LICENCE NUMBER *(All Heavy Vehicle Mechanics must provide a copy)*

EXPIRY DATE

## EDUCATION & TRAINING (Outline all educational qualifications and/or licences)

*Provide copies*

QUALIFICATION OR LICENCE TYPE

LEVEL ACHIEVED

DATE

Have you completed Certificate III Transport & Distribution? *If yes, provide copy with application*

Yes  No

## GENERAL INFORMATION

Are you and Australian citizen or permanent resident?

Yes  No

If not, are you legally entitled to work in Australia? *(provide copy of documents)*

Yes  No

Can you speak and write in English effectively?

Yes  No

In the last ten years have you been convicted of any criminal offence?

Yes  No

If yes, provide details: \_\_\_\_\_

In the last five years have you made any accident claims?

Yes  No

If yes, provide details: \_\_\_\_\_

Are there any charges pending against you in NSW or elsewhere?

Yes  No

Do you have any physical disability, medical or mental condition which would affect your ability to do your job now or in the future?

Yes  No

If yes, provide details: \_\_\_\_\_

Have you ever made a workers compensation claim?

Yes  No

if yes, please provide details of all prior claims:

DATE	DETAILS	INSURER

Prior claims for Workers compensation benefits will not automatically disqualify you from employment with "PBC" however this information is required in order to assess:

- 1 - whether or not an employee requires special assistance in order for them to do their job.
- 2 - any health and safety risks, and
- 3 - any future claims

Are you a member of any union?

Yes  No

## PREVIOUS EMPLOYMENT

Please provide details of your previous employment history for the past 10 years starting with the most recent

DATES OF EMPLOYMENT	EMPLOYER	POSITION HELD
/ / to / /		
NAME OF REFEREE	PHONE NUMBER OF REFEREE	REASON FOR LEAVING
DATES OF EMPLOYMENT	EMPLOYER	POSITION HELD
/ / to / /		
NAME OF REFEREE	PHONE NUMBER OF REFEREE	REASON FOR LEAVING
DATES OF EMPLOYMENT	EMPLOYER	POSITION HELD
/ / - / /		
NAME OF REFEREE	PHONE NUMBER OF REFEREE	REASON FOR LEAVING

## PHYSICAL REQUIREMENTS

In order to be a Transport Safety Worker, "PBC" has specific physical requirements that must be met. As part of the selection process there will be a Medical Assessment conducted by the Company's nominated doctor. These assessments are used to determine each applicant's suitability to perform their duties. The following information is needed to help us identify any issues that may need to be followed up at a later stage and also provide applicants with a better understanding of the physical job requirements.

### PLEASE ANSWER THE FOLLOWING

- |  |                          |     |                          |    |
|--|--------------------------|-----|--------------------------|----|
| 1- Are you taking any medication which may affect your mental alertness?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2 - Do you have any medical conditions that may affect your mental alertness?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3 - Do you have any difficulties hearing speech, traffic warnings or radio communications with or without a hearing aid?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4 - Do you have any difficulties seeing ticket details, bus stops or passengers signals, near or far, with or without glasses?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5 - Is there anything that prevents you from speaking clearly to provide information and instructions to other employees or customers?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6 - Do you have any difficulties exerting and maintaining pressure on an accelerator pedal for long periods of time?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 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?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 8 - Do you have any difficulties maintaining a seated position for long periods of time?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 9 - Have you ever had, or been told by a doctor that you have a sleep disorder e.g. sleep apnea?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 10 - Do you, or have you ever smoked?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 11 - The weight bearing limit on the driver's seat is 120kg. Is your weight above 120 kg?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 12 - Do you have any difficulty reading and comprehending instructions such as shift and route information, destination and street signage and writing simple reports for defects, accidents or incidents? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 13 - Drug & Alcohol screening is a mandatory component of the employment process. Do you consent to mandatory Drug & Alcohol screening?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 14 - Are you aware that it is illegal to smoke on a bus?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

if you answered yes to any of questions 1- 12 above, or no to questions 13 & 14, please provide comment:

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## DECLARATION BY APPLICANT

- 1- I give permission for **"PBC"** to obtain information about my driving record, criminal record and previous work history.
- 2- No action will be taken against **"PBC"** or any other party for requesting or supplying such information.
- 3- The applicant will complete additional tests as **"PBC"** requests. These tests may include medical, drug and/or aptitude tests.
- 4- Employment is subject to a Working with Children Check clearance, in accordance with the Child Protection Act. If offered employment, the applicant must complete a Working with Children Check, pay the application fee and supply the application number provided to **"PBC"** for verification (see attached Fact Sheet).
- 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 training as requested by **"PBC"**.
- 7- if offered employment as a Casual Employee, the applicant will be allocated work as required with no guarantee of hours available per week.
- 8- if offered employment, a six month qualifying period will apply and that employment may be terminated without notice during this period.
- 9- If offered employment, additional information will be provided by the applicant to enable employment files to be completed (i.e. payroll details).
- 10- If offered employment, the applicant will inform **"PBC"** immediately if the applicants driver's licence or driver authority is suspended or cancelled.
- 11- If offered employment, the applicant agrees to notify **"PBC"** of any change to secondary employment including the driving of heavy vehicles for another company.
- 12- If offered employment, the applicant will act in accordance with all **"PBC"** policies and procedures.
- 13- Company Superannuation contribution payments are at the Superannuation Guarantee Charge. Contributions will be made to TASPLAN Super.

I hereby declare that the information supplied is true and correct to the best of my knowledge. I understand that any omission or misrepresentation by me on this application will be sufficient grounds for the cancellation of this application or dismissal without notice after employment.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## APPLICANTS CHECKLIST

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| Have you completed all the questions in the application form?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you signed the declaration on this page?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you attached a copy of your driving history (no more than 4 weeks old)?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you attached copies of all licences, qualifications and Bus Driver Authority?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you attached copies of any relevant work permits? (as required)  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you read and understood all the questions contained in this application form including Skills Needed and Selection Criteria? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

## LODGEMENT OF APPLICATION

After completing this Application Form in full and attaching all necessary documents please:

- 1- Drop your application including all necessary documents into our depot located at 56 Hannans Rd, Riverwood
- 2- Post your application including all necessary documents to, Employment Officer, Punchbowl Bus Company, 56 Hannans Rd, Riverwood NSW 2210
- 3- Email your application including all necessary documents to **admin@punchbowlbus.com.au**

## OFFICE USE ONLY

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Copy of drivers licence                  | <input type="checkbox"/> Copy of Bus Driver Authority        | <input type="checkbox"/> Copy of driving History     |
| <input type="checkbox"/> Copy of Driving Assessment               | <input type="checkbox"/> Copy of Driver Interview sheet      | <input type="checkbox"/> Reference check complete    |
| <input type="checkbox"/> Copies of qualifications (if applicable) | <input type="checkbox"/> MVRIA (Heavy Vehicle Mechanic only) | <input type="checkbox"/> Working with Children Check |

Working with Children Check number: \_\_\_\_\_

# POSITION DESCRIPTION

## ROUTE BUS DRIVER

- ✓ Comply with the company's Driver Handbook and Conditions of Employment as well as Transport for NSW (TfNSW) and Roads & Maritime Services (RMS) regulations.
- ✓ Drive allocated bus along specified routes according to the shift instructions or as directed.  
  
Ensure the care, safety and comfort of Punchbowl Bus Company's customers.
- ✓ Drive any company vehicle safely and economically in accordance with transport and traffic laws.
- ✓ Be currently licenced and authorised to drive a route bus and notify Driver Supervisor if licence or driver authority is expired, suspended or cancelled.
- ✓ Be able to use a two-way radio.
- ✓ Prepare accident and incident report forms, shift reports and simple correspondence.
- ✓ Collect fares, check tickets and passes, record students carried, operate Bus Driver Console (BDC) and give correct change.
- ✓ Account for all money collected and pay in each day.
- ✓ Carry out all shift duties and instructions as outlined in the company's Driver Handbook.
- ✓ Be neat and tidy at all times and maintain and wear uniform once supplied.

**Successful applicants will be issued with the full position description document.**



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**How do I apply?**

**STEP 1: Fill in an application form online**

Go to **www.kidsguardian.nsw.gov.au/check** and fill in the online application form. You will be asked whether your child related work is paid or unpaid. If you cannot access the online system, call a Customer Support Officer on **(02) 9286 7219** for assistance with your application.

Once you have submitted the form, you will receive an application number that looks like this: APP1234567E (the 'E' means it is for paid work) or APP1234567V (the 'V' means its is only valid for unpaid work).

**STEP 2: Present proof of your identity**

Go to a NSW Motor Registry, RMS agency or Service NSW office with:

- o **your application number AND**
- o **proof of your identity** (Same as for a NSW driver's license).

**You must have BOTH of the items for your application to proceed.**

- o If you are in paid work, you will also be required to pay an \$80 fee for a 5 year clearance.

You will not be required to prove that you are a volunteer or paid worker. The Customer Service Operator at the NSW Motor Registry, RMS Agency or Service NSW office will know which type of check you have applied for by the letter at the end of your application number. 'E' means your check is for paid work and 'V' means it is for unpaid work only.

You will receive an outcome and Working with Children Check number by email (or post if you do not have an email address). Most applications will be processed within 48 hours.

**PLEASE NOTE! Before you go to a NSW Motor Registry, RMS Agency or Service NSW office:**

- **You must take your application number with you.** Customer Service Officers cannot look it up on the system. If you do not have your application number, you cannot proceed with your proof of identity requirement.
- **You cannot submit proof of identity for someone else.** To prove your identity you must appear in person with your own documentation.
- **Proof of identity cannot be done outside of NSW.** It must be completed at a NSW Motor Registry, RMS Agency or Service NSW office.
- Check the opening hours before you go.

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Please complete the following, tear off and return to office once completed...

**Drivers Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ APP \_\_\_\_\_  
or WCC \_\_\_\_\_