



AURION NO.

APPLICATION FOR BUS OPERATOR POSITION

List in order of preference (with 1 being your first choice, 2 being your second etc) the depots you would be prepared to work at:

Waverley <input type="checkbox"/>	Randwick <input type="checkbox"/>	Port Botany <input type="checkbox"/>
Brookvale <input type="checkbox"/>	Mona Vale <input type="checkbox"/>	North Sydney <input type="checkbox"/>
Ryde <input type="checkbox"/>	Burwood <input type="checkbox"/>	Kingsgrove <input type="checkbox"/>
		Leichhardt <input type="checkbox"/>

Please indicate your preferred employment status, by placing numbers 1, 2 & 3 in the appropriate box. If you are only interested in 1 or 2 employment types, place a 1 and/or 2 in the appropriate box.

Casual Part time Full time

Have you applied for a Bus Operator position with State Transit in the last 6 months? Yes No

Have you ever been employed as a Bus Operator with State Transit? Yes No

If yes please write date/s and Employee No (if known)

Title Family name

Given names

Private or Postal Address

Post Code

Date of birth Telephone

Mobile/work Home

If we will be unable to contact you during work hours, please provide a contact:

Name Telephone

Licence No. Class of Licence Number of years licence held

Ministry of Transport Authority Card number (if any)

Do you already have a Certificate III in Transport & Distribution (Road Transport)? Yes No

If yes, attach a copy of your certificate. *(This information is required to assist us to determine the type of employment contract to be issued to you, should you be successful in obtaining a position).*

Where did you see this position advertised?

Sydney Morning Herald <input type="checkbox"/>	Internet Search Engine e.g. google <input type="checkbox"/>	Mycareer website <input type="checkbox"/>
Daily Telegraph <input type="checkbox"/>	Jobs.nsw <input type="checkbox"/>	State Transit website <input type="checkbox"/>
Local Press <input type="checkbox"/>	Seek website <input type="checkbox"/>	Australian Job Network <input type="checkbox"/>
Transit Times <input type="checkbox"/>	Careerone website <input type="checkbox"/>	Other (specify)..... <input type="checkbox"/>

Equity statistics – This information is voluntary. Please tick the boxes which apply to you.

Male Female

Non-English speaking background Yes No

Aboriginal/Torres Strait Islander Yes No

Person with a disability Yes No

GENERAL INFORMATION

- 1. Are you an Australian citizen or permanent resident of Australia?..... Yes No
2. Have you in the last ten (10) years in NSW or elsewhere been convicted of any offence or served any part of a sentence of imprisonment?..... Yes No
3. Are you on a bond or recognizance in NSW or elsewhere?..... Yes No
4. Are there any charges pending against you in NSW or elsewhere?..... Yes No

SHIFT WORK

If you are applying for full time work you must answer questions 1 to 4 below. To be eligible for full time work you need to answer Yes to questions 1 to 4.

If you are applying for casual work you must answer questions 1 to 5 below. To be eligible for casual work you need to answer Yes to questions 1 to 5.

If you are applying for part time work you must answer question 6 below. As part time work is limited you need to be willing to answer Yes to one of the options under question 6.

Are you able to work:-

- 1. Early morning shifts as early as 5:00 am?..... Yes No
2. Afternoon shifts finishing after 1:00 am?..... Yes No
3. Broken shifts i.e. you work 4 hours, break for 4 hours, then work for 4 hours Yes No
4. Weekends, public holidays and overtime? Yes No (Note: Sundays are voluntary overtime)
5. At least 3 days per week between Mon-Fri Yes No
6. Are you willing to work a job share arrangement with a current full-time employee? Indicate which of the following arrangements you are willing to work. Please refer to questions 1 to 4 above for information regarding the hours full-time employees are required to work.
(a) work one week full-time and have second week off Yes No
(b) work the equivalent of 5 days a fortnight for example 3 days one week and two days the following week including an occasional Saturday Yes No
(c) work the second half of a broken shift i.e. hours between 3pm and 8pm Mon - Fri with occasional Saturday work Yes No

WORKERS COMPENSATION

Have you ever made a claim for workers compensation benefits?

If yes, please provide details of all prior claims

Prior claims for workers compensation benefits will not automatically disqualify you from employment with State Transit. However, this information is required in order to assess:

- (1) whether or not an employee requires special assistance to enable the employee to do their job;
(2) any health and safety risks; and
(3) any future claims.

DRIVING EXPERIENCE

1. In the last 5 years have you driven on a regular basis? Yes No

If you answered yes to the above question, identify below (by ticking) the number of years experience you had during this time.

Less than 1 year 1 to 2 years 2 to 5 years

2. During your most recent period of driving experience:

a) On average, how many days a week did you drive?

b) How often did you drive on unfamiliar routes?

Daily Weekly Monthly Less often

c) How often did you drive in peak hour/heavy traffic?

Daily Weekly Monthly Less Often

CHECKLIST

Have you completed all the questions in this application form? Yes

Have you signed the declaration below? Yes

Have you attached a copy of your driving history no older than 4 weeks?..... Yes

Have you attached the signed prohibited employment declaration? Yes

If you have completed Certificate III in Transport & Distribution, have you attached a copy of this certificate? Yes

Have you read and understood the requirements of the position in the enclosed information brochures ? Yes

DECLARATION

I certify all the information given in this application is true and correct and I allow State Transit to obtain information about my driving record, criminal report and previous work history. I understand that false information may lead to my application or employment being cancelled.

Signature..... **Date**/...../.....

LODGEMENT

After fully completing this application please return to:

**Recruitment & Employee Services
State Transit
PO Box 2557
STRAWBERRY HILLS NSW 2012**

6.4 PROHIBITED EMPLOYMENT DECLARATION



The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

ATTACHMENT 4 (CONTINUED) - STA FORM 118

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.



I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information 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*.

All fields must be completed. Please use block letters.

Name: _____

Aliases (previous/other names): _____

Date of birth: _____

Signature: _____

Date: _____ Contact telephone number: _____

Contact Email: _____

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER



RESPONSIBILITIES UNDER THE PASSENGER TRANSPORT ACT 1990 & OCCUPATIONAL HEALTH AND SAFETY ACT 2000

All Transport Safety Workers are expected to have a zero blood alcohol content (regarded as less than 0.02 mg/ml).

TRANSPORT SAFETY EMPLOYEE

The Passenger Transport Act defines a Transport Safety Employee as:

- \$ an employee or contractor of an accredited service operator who performs transport safety work;
- \$ an individual who is an accredited service operator and who performs transport safety work.

Transport Safety Employees at State Transit therefore include the Chief Executive and senior executives; those working with the movement of buses; those working on or about the maintenance of buses or any State Transit infrastructure (including contractors and consultants); and those involved in the development, management or monitoring of safe working systems.

Employees must:

- \$ Report for work free from the influence of alcohol and other drugs.
- \$ Not use or keep any alcohol or any alcoholic substance at work or at any State Transit location whilst on duty or whilst on an authorised break.
- \$ Be aware of the Blood Alcohol Concentration limits that apply to their position and be free from the influence of drugs whilst at work, as required by relevant legislation.
- \$ Check with their doctor if taking prescription medicine to be sure that they are okay to work safely in their current job while taking the medication.
- \$ Check with the pharmacist if taking over the counter medication to be sure that they are okay to work safely in their current job.
- \$ Not use, keep or sell any illegal drugs at work or at any State Transit location.

The majority of State Transit employees are Transport Safety workers. Whether you are a Transport Safety Employee or not, State Transit's Alcohol and Other Drugs policy ([POL 72](#)) is absolutely clear: you must not be affected by alcohol or any other drug while you are doing your work. Drinking or taking drugs in the 24 hours before you work can make you dangerous to yourself and others who depend on you.

HOW MUCH IS TOO MUCH FOR 0.02 BAC?

IF YOU ARE A MALE: No more than 4 standard drinks in the 12 hours before you report to work with NONE of those being drunk in the last 6 hours before you report to work.

IF YOU ARE FEMALE: No more than 2 standard drinks in the 12 hours before you report to work with NONE of those being drunk in the last 6 hours before you report to work.

NOTE: If you binge drink at any time during the 24 hours before you report to work you may be over 0.02 BAC

How to apply

Contact The Recruitment Unit on (02) 9245 5333 for further enquiries or to request an application pack. You can also download the application pack from www.sydneybuses.info/jobs/busoperator.

Submit a written application by completing the Bus Operator Application form and attaching:

- a recent copy (issued within the last 4 weeks) of your driving history which can be obtained from a Road and Traffic Authority office.
- a signed copy of the Prohibited Employment Declaration available in the application pack.

Send the completed application to the address on the back of the application form. Incomplete applications may not be processed.

The selection process

You will be assessed against the job skills and attributes to determine your suitability for employment. You should expect to complete a number of assessments including ability tests, an interview and a depot visit.

The process also includes reference and police checks, medical (including drug and alcohol testing) and a practical assessment if your height is under 167cm or above 185 cm or you weigh over 110 kilos.

The drug and alcohol testing is required because this position is classified by law as a Transport Safety Worker.

The practical assessment confirms you can sit in the driver's seat and safely operate the pedals and steering wheel.

If you were employed before as a Bus Operator with State Transit, your employee file will also be reviewed to determine your suitability for employment.

Looking for a job that...



- Pays while you learn?
- Offers a secure career path?
- Has great benefits and conditions?



State Transit Authority
of New South Wales

The job

- Drive a range of buses which have radio communication, video and other security features, along specified routes and according to timetable.
- Ensure the care, safety and comfort of customers
- Collect customer fares and check tickets and travel passes.
- Write and submit operational reports to depot management.
- Account for fare takings and complete financial documentations.
- Ensure that buses and other equipment are treated with due care.

Job skills and attributes

Bus operators are required to:

- Read and converse in English.
- Handle cash.
- Work with timetable information and maps.
- Be a safe driver.
- Engage with customers and be helpful and courteous at all times.
- Adhere to procedures, rules and regulations.
- Have good personal hygiene.
- Meet the physical requirements of the job.
- Be committed to the public service values of honesty, equal employment opportunities, cultural diversity and occupational health and safety.



Excellent benefits

- State Transit pays for all your training to become a Bus Operator including the upgrade in your driver's licence from Class C to MR. You are employed from day one of the training so you get paid whilst you learn the job.
- Five weeks paid annual leave (shift workers) with 20% annual leave loading.
- An additional rostered day off every 20 working days (full-time Bus Operators only).
- Option to purchase up to 4 weeks additional annual leave each year.
- 9% superannuation plus option to salary sacrifice.
- 8 days sick leave a year, going up to 10 days sick leave after 5 years service and to 15 days after 7 years service.
- 2 months long service leave after 10 years service with an additional 2 weeks long service leave for each additional year of service completed after 10 years.
- Free staff TravelPass on Government bus, rail and ferry services in Sydney and Newcastle metropolitan areas and free family inter-state and intrastate rail travel (conditions apply).
- State Transit provides extensive paid in-house training programs to prepare employees for future promotional opportunities and for implementation of new technology. Promotional opportunities exist in a diverse range of areas such as rostering, scheduling, service planning, training, depot operations management, customer service, finance and administration, Bus Operator training and safety and accident prevention.
- Bus Operators who have completed their traineeship are also eligible to apply for an adult apprenticeship in Heavy Vehicle Mechanics or Vehicle Building; or Study Assistance for external tertiary studies related to promotional opportunities.

The pay

Normal Rates of Pay

The following provides a guide only on pay rates applicable:

- \$20.72 per hour for the first 12 months of employment, after this time, with a satisfactory work performance \$22.28.
- Casuals are paid \$24.86 per hour.
- Senior Bus Operators are paid \$22.70 per hour.

Overtime Rates

- Overtime is paid on a daily basis after 8 hours 15 minutes have been worked.
- Overtime is paid on a weekly basis after 40 hours have been worked.
- Overtime is paid at a time and a half for the first 3 hours and double time thereafter and is applied on the daily or weekly overtime basis, whichever is the greater advantage to the employee.
- Saturdays are paid at time and a half when worked as part of the normal roster.
- Sundays are voluntary overtime and paid at double time.
- Hours worked before 7am and between 5pm and 8pm attract a 15% penalty. When a shift ends after 8pm, all the hours of the shift attract a 15% penalty.
- Broken shifts attract a penalty rate when the spread of hours exceeds 9.5 hours. Time worked between a 9.5 hour and 10.5 hour spread is paid at time and a half. Time worked in excess of a 10.5 hour spread is paid at double time

For example, a broken shift working from 6am to 10am and then from 2pm to 6pm would attract the following rates:

- 6am to 10am – normal rates
- 2pm to 3.30pm – normal rates
- 3.30pm to 4.30pm – time and a half
- 4.30pm to 6pm – double time

The maximum rate to be paid for any hours worked is double normal time. Shift penalty rates are not applied to overtime rates.

Training and employment status

- New Bus Operators are employed with State Transit in one of two ways. Those who are eligible to be offered a Traineeship are employed under a Training Contract. This is a temporary contract of employment between State Transit, the Department of Education & Training and the employee. Those who are not eligible to be offered a Traineeship are employed as a Bus Operator. This is a contract of employment between State Transit and the employee.
- Training consists of a comprehensive on and off the job training program, tailored to suit your experience and individual needs and, if successful, leads to the award of Certificate III in Transport & Distribution (Road Transport).
- A Bus Operator Trainer will conduct your practical driver training. He or she will assist you in obtaining your Medium Rigid licence or refresh your bus driving skills. The training will take place at a State Transit depot and will include driving buses over a variety of routes operated from that depot.
- The period of the Traineeship Program for full-time employees is two years; for part-time employees the period of time could increase depending on the hours worked. The majority of past Bus Operator trainees who have successfully completed the Traineeship program and performed to the required work standards have been offered permanent employment with State Transit.



Hours of work

Full-time Bus Operators – work an average of 38 hours per week. Permanent employees are rostered from Monday to Saturday.

Part-time Bus Operators – usually work less than 38 hours per week, from Monday to Friday.

Shift work

Rosters

Full-time Bus Operators

After initial training (of approximately 4-5 weeks) new drivers are placed on a trainee roster to learn the routes and become more experienced operators. After completing a period of time on this roster, new drivers are transferred to work the holiday relief roster.

The holiday relief roster contains all the permanent lines of work needing to be filled temporarily due to other operators taking leave. This means that you could work differing shifts daily.

All new employees remain on the holiday relief roster until such a time that they gain a place on the permanent roster. Should you feel this might not suit your lifestyle and/or you have other commitments, perhaps you should consider part-time work. Applicants applying for full-time work must be able to answer “yes” to all the shiftwork questions on the application form.

Part-time Bus Operators

They are allocated a set shift usually between 3-6 hours per day prior to commencing with State Transit.

Most part-time shifts are built to cover peak operational periods, for example, 6.06am to 10.12am or 4.15pm to 8.44pm.

The shifts are fixed but may be varied during school vacations.

To be considered for this job, you must

- Be an Australian citizen or permanent resident.
- Hold an unrestricted Australian class C driver licence and have held it for at least 12 months of the last 2 years.
- Have a good driving history:
 - no drink driving offences in the last 3 years,
 - no more than one loss of licence in the past 8 years,
 - no more than two of the same type of offence in the last 5 years and
 - no more than 4 demerit points.

All of your driving history will be assessed and your application may be declined if you have committed repetitive offences or a highly dangerous offence.

- Not be a prohibited person as defined by the Child Protection (Prohibited Employment) Act 1998 and must be considered, based on your police record, to be a fit and proper person to be issued with a Ministry of Transport Driver Authority.
- Be willing (if applying for full time or casual work) to work the full range of shifts as detailed in the Shiftwork Questions Section of the application form.
- Weigh no more than 130 kg to ensure the safe functioning of driver's seat.
- Provide adequate details of your employment and life history over the last 10 years for an assessment to be made of your suitability for the job.
- Provide two work related references (in some circumstances non-work related referees may be accepted).