



FOR INFORMATION ONLY

INHERENT REQUIREMENTS FOR EMPLOYMENT

BUS DRIVER

1. Valid and current full National Driver Licence (non-probationary).
2. Endorsement to Driver Licence appropriate to vehicle category.
3. Must satisfy Driver Certificate requirements in relation to :- driving record, criminal record, medical guidelines issued by National Road Transport Commission (NRTC).
4. Ability to satisfy company pre-placement medical criteria.
5. Ability to converse and be understood in the English Language.
6. Ability to be functionally literate in written English.
7. Ability to read/understand/complete common workplace forms eg. notices, handbook, passenger regulations etc.
8. Ability to drive and manoeuvre the vehicle to the competency levels determined and/or to the standards required by the company.
9. Maintain effective control of the vehicle at all times: driving within mechanical and manufacturer's specifications, in accordance with road laws, regulations and company procedures.
10. Ability to operate the full range of vehicle transmissions allowable within license category held by applicant
11. Ability to sit for protracted periods.
12. Be aware of and operate within current road traffic laws, laws and regulations relating to driving of heavy vehicles/commercial passenger vehicles, laws relating to their respective field of driving (ie.) route, school bus, charter, touring.
13. Ability to undertake manual handling duties in accordance with company policies vis-a-vis providing passenger assistance (disabled passengers), with pushers, jeeps, prams and other items permitted on board the vehicle.
14. Ability to provide a current Driver Licence and/or Driver Certificate to be sighted upon commencement of employment AND thereafter on an annual (yearly) basis or as reasonably requested by Management.
15. Compliance with a reasonable request by the employer to sight a current Driver Licence and/or Driver Certificate and to inform employer of any illness, medical condition, traffic or criminal offence which may give cause to have their Driver Licence and/or Driver Certificate cancelled or suspended, as soon as the condition or offence is known. Failure to comply with these requests will indicate an inability to fulfil the requirements of the occupation and may result in termination of employment.
16. Ability to carry out other duties as directed and to inform management of any disability which may prevent you from adequately performing any task the company may require you to perform.

Employment Duties:

1. Maintenance of appropriate dress standard as prescribed by the company, including footwear appropriate to driving duties and conformance to company policy.
2. Ability to handle cash, account for money/tickets to the standard required and expressed by the company.
3. Ability to handle customer queries, complaints and problems in the manner prescribed by the company.
4. Familiarisation with company policies and procedures in relation to such matters as Sexual Harassment, Discrimination, QAMS, Occupational Health and Safety etc.
5. Ability to perform reasonable manual handling operations.
6. Where required and requested to assist passengers with loading and unloading (having regard to prevailing Health and Safety requirements) of prams, pushers, luggage etc.
7. Report accidents or incidents promptly and in the manner prescribed by the company.
8. Familiarise, maintain knowledge of and comply with company policies as outlined via notices, notice boards, memos, handbooks etc. and changes in company policies and procedures as displayed or circulated from time to time.
9. Act in a manner at all times with due regard to the health, safety and welfare of yourself, passengers and other employees safety and/or their personal equipment.
10. Ability to use and operate two-way radio/communication.

Optional Qualifications/Experience:

First Aid Certificate (Current)

Mechanical skills/aptitude (eg.) ability to change wheel, belts etc.

Hospitality or Tourism experience

Customer Service

Cash Handling

Person Specification

Title: Driver

Sex: Male/Female

Age Range: 25 - 58

Essential: **Qualifications**

Clean Driving Record

(Definition of a clean driving record is:-No more than 3 points/12 months)

Qualify for Driver Certificate as issued by the Victorian Taxi Directorate

Fluent English – Literacy Numeracy

Satisfy Entrance driving test (Driving Experience)

Satisfy Entrance Interview Test (Formal Interview)

Satisfy Entrance Medical Assessment (Medical Examination including hearing test)

Experience To Include

Heavy Vehicle experience, many vehicle types

Dealing with paperwork, cash, journals, manifests, incident/accident reports etc.

Recent driving experience to include vehicles not less than 4-5 tonnes

Personal Qualities

Stable Employment Records *(definition of Stable Employment:-not more than 3 jobs in last 5 years unless justified)*

Communication Skills – able/willing to progress into change

Confident in road law/knowledge and skills

Able to sit for long periods of time

Personal Circumstances

Able to work early-late shifts on rotating basis Sat/Sun

Able to work regular overtime *4 hours at short notice

Willing to be on-call / work R.D.O's.

Physical Qualities

Be fit to carry our all tasks in performance of duty

Able to sit for long periods of time.*(Definition of long period:-periods of up to 5 hours as per the Heavy Vehicle driving regulations)*

Able to lift objects on board at infrequent intervals



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Job Description

<u>Title:</u>	General Service Driver
<u>Scope:</u>	Handling all facets of bus driving, ticket sales and customer relations for general service (ie school, route service, charter, special event driving e.g Grand Prix, train/tram replacement)
<u>Responsible to:</u>	Fleet Controllers / Supervisor / Operations Manager

Main Responsibilities

Drive vehicles of various types in accordance with Road Traffic Regulations, Road Laws, Passenger Regulations and Company Policies.

Stop at Specified Stops and pick up points as per instructions from company.

Load and unload passengers – assist with baggage/luggage especially prams, pushers. To assist in helping to load and unload passengers with a disability including the use of the disability access ramp.

Being responsible in the awareness of the elderly and frail while they become seated and / or vacate the bus.

To declare any disability which may prevent you from adequately performing any work which the company may require you to perform; ability to lift heavy objects (infrequently); ability to sit for prolonged periods.

Perform pre departure checks, report any non compliance as required and keep clean the driving area of all buses in your care as directed and per company policy instructions.

Sell tickets, issue tickets, act as cashier, issue change, verify pre-purchased tickets, validate tickets as required by the Department of Infrastructure in line with company procedures.

Maintain ticket issue, cash, journal and other associated paperwork in proper state and manner ready for inspection by authorised persons, to 100% accuracy.

Dealing with customer queries about timetables, services, minor complaints etc. per company requirements, policies and procedures.

Familiarise yourself, maintain knowledge, keep abreast of change in policy or procedures via notices on notice board, general notices, memos, meetings etc. produced and circulated from time to time.

Report accidents and incidents to responsible person as soon as practicable after this occurrence. Truthfully and faithfully submit such information on these events as is required in the appropriate written format.

Act in a manner at all times with due regard to the safety and well being of passengers and other employees.

Act in a manner that will not place the company in any situation that would bring the company into disrepute.

Other duties as directed.