



**ACT**  
Government

Transport Canberra and  
City Services

## Transport Canberra Bus Driver Application Checklist and Recruitment Fact Sheet 2019

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**Do you hold a C Class Licence or above? Do you have excellent customer service skills? Great; we want to hear from you!**

***Online Bus Driver applications open 15 February 2019***

To be considered for Part- time and Casual bus driver positions with Transport Canberra you **must** hold a (C) licence or above at the time of application.

### **Part- time positions**

Any offer of employment made to successful applicants will be subject to applicants obtaining their Medium Rigid (MR) licence. ***(It is the responsibility of the applicant to obtain their MR licence prior to any offer of employment being made.)***

### **Casual positions**

Successful applicants that do not hold a (MR) licence will be required to undertake an upgrade. For ACT residents Transport Canberra will undertake the licence upgrade.

**Ensure the following is attached to your application:**

1. Complete bus driver application form
2. Current resume
3. Current 5 Year Australian Driver Licence History check (from relevant authorities, interstate or equivalent combination)
4. Copy of drivers licence (digital or paper copy)
5. Proof of Australian Residency (for non- citizens)
6. Copy of current Working With Vulnerable People card or proof of application (Refer online to WWVP Registration for more details.)

### **Helpful information**

Conducting some research about the directorate and the ACT Government before commencing your application may also assist you in responding to criteria, making your responses more relevant to the organisation. If you do not have direct experience in some of the skills areas specific to the position, be sure to outline any skills that you feel are transferable to the advertised position.