

Bus Operator Recruitment, Eligibility and Suitability

Bus Operator Recruitment

- Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the Transport Canberra Operations (ACTION) Enterprise Agreement 2018-2021, to assess any applications received through this recruitment process.
- Suitability for the position will be based on a range of assessment tools such as: the application; numeracy and literacy assessments; an interview; a driving functionality test; and a criminal history check; a comprehensive medical assessment; a licence upgrade to a MR class licence if the applicant does not currently have one; and to undertake a driving skills assessment (between 2-6 hours depending on individual skill level). All of these assessments will be considered before a final decision is made as to whether or not applicants have been successfully placed in the merit pool.
- Successful applicants will be offered a temporary contract for 3-5 weeks to complete the initial Bus Driver Training course. We recommend that successful applicants do not resign from their current employment until an offer of employment is made in writing.

How to apply

- Complete the online application form on jobs.act.gov.au
- Write a one-page pitch on why you would be a great Transport Canberra bus operator, tell us about your map reading and time-keeping skills and your experience in following a schedule, as well as your customer service skills and your commitment to displaying the behaviours and values of an organisation for which you have worked.
- Attach the following documents to the online form:
 - Your resume and your one-page pitch
 - The completed 'Bus Operator Acknowledgement' form
 - A copy of your Australian driver's licence
 - A current five-year Australian Driver History Check (from the relevant Australian state or territory authorities where you have lived)
 - A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application
- Submit the online application and supporting documents via the APPLY NOW button on the Bus Operator job ad on jobs.act.gov.au

Eligibility and Other Requirements

- To work as a Transport Canberra bus operator, applicants must:
- Hold a “C” Class Drivers Licence and to have held a licence issued by an Australian State or Territory for at least 5 years.
- Be able to supply a 5-year history of your driving in Australia
- Be able to obtain and maintain a Medium Rigid (MR) licence and Public Vehicle Driving Authority (PVDA) – For applicants based in NSW, obtaining an upgrade to a MR licence will be at the applicant’s cost
- Be able to obtain a Heavy Vehicle (HR) Licence between 6 to 12 months after commencing with Transport Canberra
- Be able to successfully complete all pre-employment checks, including a police check, medical assessment, literacy and numeracy assessment and functional (heavy vehicle) driving assessment.

Citizenship status

- To be eligible for temporary employment with the ACT Public Service you must hold a valid work visa, be an Australian citizen or a permanent resident. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.
- A New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the *Commonwealth Migration Act 1958* is treated as a permanent resident of Australia for the purpose of assessing that person's eligibility to be employed by the ACTPS but does not affect a person's residency status in relation to any other federal, state or territory law.

Former staff

- Former ACT Public Sector staff are restricted from re-entry to the service including if they:
 - received a voluntary redundancy and the exclusion period has not yet expired;
 - were retired due to forfeiture of office, abandonment of employment, as a result of misconduct or underperformance or annulment of appointment during probation; or
 - were an Executive whose engagement was ended under certain circumstances.

Previous voluntary redundancy

- If you received a redundancy benefit from an ACT Public Service Directorate you may not be eligible for employment without prior approval from both the ACT Public Service Commissioner of Public Administration and the respective Director-General, unless your redundancy period has expired, or you exited as a result of the National Disability Insurance Scheme transition.

Misconduct allegations or investigations

- Applicants need to advise on the application form about any current or previous allegations or investigations of misconduct in their current or previous employment. Under Enterprise Agreements, misconduct includes any of the following:
 - the employee fails to meet the obligations set out in section 9 of the Public Sector Management Act 1994;
 - the employee engages in conduct that the Head of Service or the Public Sector Standards Commissioner is satisfied may bring, or has brought, the Directorate or the ACT Public Service into disrepute;
 - a period of unauthorised absence and the employee does not offer a satisfactory reason on return to work;
 - the employee is found guilty of or is convicted of a criminal offence or where a court finds that an employee has committed an offence but a conviction is not recorded, taking into account the circumstances and seriousness of the offence, the duties of the employee and the interests of the ACT Public Service and/or the Directorate;
 - the employee fails to notify the Head of Service of criminal charges; or
 - the employee makes a vexatious or knowingly false allegation against another employee.
- Serious misconduct means conduct that is so serious that it may be inconsistent with the continuation of the employee's employment with the Territory. Serious misconduct is defined within the Fair Work Regulations.

Police records

- Applicants will be asked on the application form about any relevant police records, reportable conduct or criminal history. Spent convictions do not need to be disclosed, however successful applicants who are new to the ACT Public Service are required to complete a national criminal history check.

Reportable conduct

- The ACT Reportable Conduct Scheme covers all ACT Government employees both in their professional and private lives. The scheme is an employment-based child protection measure designed to ensure that allegations of abuse and certain criminal convictions are identified, reported and acted on appropriately. Under the scheme, certain organisations that provide services for children, as well as all ACT Public Service Directorates, need to notify the ACT Ombudsman of allegations that an employee has engaged in conduct that results in ill treatment, neglect or psychological harm to a child, misconduct of a sexual nature, or the employee has committed criminal offences involving a child. Employees in the scheme include volunteers and other persons engaged to provide services to children.

Criminal history

- The ACT Public Service has a risk management approach to the employment of people who are ex-detainees, parolees or others with serious or extensive criminal histories. Applications from people who had such life experiences will not be automatically dismissed. However, the ACT Public Service has a responsibility to ensure that all people it employs are capable of complying with the values and the Code of Conduct to maintain the trust of the Government and the community. Such appointments can only be made if the Head of Service is satisfied on reasonable grounds that the person is suitable for appointment having regard to such matters.
- To be an eligible applicant, you must have (subject to the provisions of the Spent Convictions Scheme):
 - No convictions for sexual offences against children.
 - No convictions for sexual offences, subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors.
 - No convictions for other offences against a person, subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors.
 - No convictions for offences of dishonesty (theft, burglary, robbery), subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors.
 - No criminal convictions recorded against you for fraud or theft subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors.
 - No convictions for drug offences, subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors.
 - A criminal history that does not indicate habitual criminal behaviour through multiple/various offences.

Full Australian driver licence and driving records

- All Transport Canberra bus operators must have held a full Australian driver licence for at least five years. This demonstrates that applicants have a comprehensive knowledge of Australian road rules and conditions.
- To be eligible to become a Transport Canberra bus operator, applicants must be able to acquire a Condition 'O' on their ACT drivers licence. Further information on this is available [here](#).
- NSW licence holders must also hold a NSW Public Vehicle Authority prior to commencing training with Transport Canberra.
- Applicants who have accrued a certain number of demerit points on their licence or have demonstrated a poor driving history may not be ineligible for employment with Transport Canberra. This includes:
 - Accrued no more than six (6) demerit points off your licence at the time of application.

- No convictions recorded in the last 5 years for driving a motor vehicle with a prescribed range of alcohol.
- Not had your driver's licence suspended or cancelled in the last 5 years because of traffic infringements or other matters (excluding parking and unpaid fines)
- An Australian driver's licence history that does not indicate habitual poor driving behaviour through repeat/multiple offences.

Weight restrictions

- Transport Canberra bus fleet is fitted with driver's seats that have a manufacturer's stated safe working load of between 50kgs to 130kgs. Applicants whose weight is outside this prescribed weight range may experience incorrect seat operation, premature seat failure and risk personal injury to themselves.

Medical conditions

- Medical conditions such as poor eyesight; hearing conditions; heart or circulatory issues; insulin dependency; neck, back or shoulder conditions; or sleep apnoea can affect a driver's ability to safely operate a bus. Transport Canberra uses the medical standards identified in the [Assessing Fitness to Drive for commercial and private vehicle drivers 2016](#) guide produced by Austroads and National Transport Commission Australia, when assessing a bus operators fitness to drive.