Overview
Established in 1926, ACTION is the primary public transport provider in the ACT operated by the ACT Government. ACTION currently employs over 900 staff which includes over 700 Bus Drivers.

This package provides applicants with information about job specifications and the application process including:

- Drivers licence requirements
- Bus Driver recruitment process
- Other Recruitment Information

When the ACTION Bus Driver recruitment process is open, the online Bus Driver Application Smart Form will be available on the ACTION website at www.action.act.gov.au.

The Job
Under limited supervision, ACTION Bus Driver duties involve:

- Provide a high standard of customer service,
- Operating a public transit vehicle, ensuring safe and comfortable carriage for members of the public in accordance with specific timetables,
- Ensuring payment of correct fares and issue tickets accordingly,
- Ensuring the correct use of the MyWay ticketing system,
- Providing information and advice to clients regarding ACTION’s services,
- Carrying out vehicle pre-drive checks prior to commencing service,
- Being responsible for the general security of buses and equipment while in service,
- Ensuring general maintenance problems are reported and logged as problems occur,
- Reporting all incidents using the two way radio system, and
- Undertake other duties as directed.

Successful applicants will possess some of the above listed skills and abilities, and have the ability to acquire further skills through training provided by ACTION.

Health & Safety Information
ACTION is committed to minimising any risk to staff and customers and eliminating risks that may lead to injury or illness as a result of the workplace.

- Weight Restrictions apply to bus driver positions as ACTION bus driver seats have a designed weight loading. Bus driver seats fitted to ACTION’s fleet have a maximum driver weight of 130kg and a minimum weight of 60kg. A condition of employment for all employees engaged to operate buses will be to maintain their weight above 60kg and below 130kg. Drivers that are outside of this weight loading could be exposed to a safety risk.

- Bus Drivers must have zero blood alcohol content when operating heavy vehicles including public passenger vehicles. Blood alcohol levels may be tested whilst on duty by Police.

- All Drivers must adhere to The Heavy Vehicle (Fatigue Management) National Regulation. Minimum rest periods also apply.
**Hours of operation**

Bus Drivers are required to work as directed. Normal “core” hours of operation are:

- Monday to Friday: 5.00am to 1.30am
- Saturday: 5.30am to 1.30am
- Sunday: 6.30am to 10.30pm
- Public Holidays: 6.30am to 10.30pm

Drivers are rostered Monday to Friday and required to work a reasonable number of weekend shifts.

For further details of hours and conditions refer to ACTION Enterprise Agreement 2013-2017.

**Drivers Licence Requirements**

**ACT applicants**

ACT applicants must be at least 20 years of age and have held a minimum of a “C” class car licence for a minimum of three years including Provisional Licence, however must be a full and unrestricted licence at time of application, for further information visit; [www.legislation.act.gov.au/di/2006-261/current/pdf/2006-261.pdf](http://www.legislation.act.gov.au/di/2006-261/current/pdf/2006-261.pdf)

All applicants must be able to obtain a minimum of a Medium Rigid (MR) class driver’s licence at commencement of the Bus Driver Training course. ACTION will assist with licence training and upgrade for ACT residents.

Applicants must be able to attain a Condition ‘O’ on their drivers licence and attain a Public Vehicle Driver Authority (PVDA) card from Road User Services (RUS) to be successful in becoming a Bus Driver for ACTION. The Drivers Authority pack is available from Road User Services (RUS). Note: It is a condition of continued employment that all ACT drivers must ensure the Condition ‘O’ & PVDA endorsement remains valid and current.

**New South Wales applicants**

New South Wales applicants must hold a minimum of an MR class licence and a Transport for New South Wales Public Vehicle Driver Authority prior to commencing the ACTION bus driver training course. Applicants with a C class licence may apply however they must acquire the MR class licence and Transport for New South Wales Public Vehicle Authority prior to commencement with ACTION.

Note: It is a condition of continued employment that all New South Wales drivers must ensure the Transport for New South Wales Public Vehicle Driver Authority endorsement remains valid and current. For more information visit; [www.transport.nsw.gov.au/content/applying-bus-and-coach-driver-authority](http://www.transport.nsw.gov.au/content/applying-bus-and-coach-driver-authority)

**Bus Driver Training**

Once applicants have completed all recruitment steps and acquired the MR class licence and Condition “O” (NSW – DA) endorsement. They will be scheduled for a 4 week (21 day) full time Bus Driver Training Programme. This involves theory and practical training sessions, under continuous assessment. Successful trainees will be offered a permanent part-time Bus Driver Position upon graduating the program.
**Bus Driver Recruitment**

The below information outlines the recruitment process all applicants must undertake to apply for an ACTION Bus Driver Position.

1 – Submit your Bus Driver Application and Driver History Check

Part a) Applications are submitted electronically via a SmartForm. Applications and Bus Driver Information packs can be accessed online from our website at:


Part b) A Driving history check is required to be uploaded and submitted as part of the online application process for the application to proceed. (Refer to the application pack for details)

Persons wishing to apply for a driver history check must attend Access Canberra before 4.30pm to allow time for the paperwork to be processed.

Applications will be placed into an order of merit. The order of merit lists will be compiled from each group of 15 applications, on a first received basis. Each merit list will be processed independently of subsequent merit lists.

Only one application per person is permitted in a twelve month period. Only one application is permitted per person for processing during the open recruitment period.

For further information on ‘Applying for Jobs in the ACT Public Service’, including tips on responding to selection criteria please refer to www.jobs.act.gov.au/how-do-i/write-my-application

Note: This application process may be temporarily suspended due to excessive number of application received, see the website for full details.

2 – Short-listing Applications

Applications from each merit list are assessed by a Joint Selection Committee (JSC). Successful applications are short-listed to progress through the recruitment process. Incomplete or unsuccessful applications not short-listed, will not progress through the recruitment process and applicants will be notified in writing.

3 - Formal Assessment and Interview

Applicants will be advised of the date for formal assessment and interview. Applicants will be required to undertake the following:

- Literacy and Numeracy test – (approximately 30 minute assessment)
- Functional test - involving the physical assessment of applicants to perform the inherent duties of an ACTION bus Driver
- Formal interview

**Note:** Unsuccessful applicants will not progress through the recruitment process and will be notified in writing.
4 – Formal Pre-employment Checks
Applicants are required to undertake certain formal checks to assist with determining the applicants’ suitability for the role. Applicants will be required to:

- Complete a National Police Check Form (no exclusions). ACTION will submit the completed form and obtain a copy of the applicants Police Check,
- Complete a Consent Form,
- Complete a Medical Questionnaire,
- Undertake a Bus Driver Medical, and
- Undertake a Commercial Vehicle Health Assessment.

National Police Check
ACTION will submit the completed National Police Check form and obtain a copy of the applicants police check to add to their application.

Bus Driver Medical
Applicants will also be required to undertake a Medical examination which includes a rigorous assessment of their functional ability. This tests for full range of movements and includes lifting/carrying 20kg, squats and push ups. Applicants should be in a physically fit condition to undertake and pass the assessment.

Commercial Vehicle Health assessment
In addition to the medical examination undertaken to assess applicants’ fitness for duty as a bus driver; a Commercial Vehicle Health assessment is also undertaken at the same appointment to assess the applicant’s suitability to obtain a heavy vehicle licence. This assessment generally takes about 2 hours to complete.

Note: Once all the above relevant information has been obtained for all applicants within the merit group; full applications will be assessed to progress through to training.

5 - Heavy Vehicle Driver licence and Driving Skills Assessment/Training
Applicants with a C Class licence must obtain a heavy vehicle learner’s permit prior to commencing the Driving Skills Assessment, at the cost of approximately $40.00. Once a heavy vehicle learner’s permit has been obtained applicants will be advised of the date of their driving skills assessment/training.

‘C’ Class licence holders will be scheduled for ‘MR’ class licence upgrade training at ACTION’s cost*.  
*Note: Only ACT resident licence holders can be trained and upgraded to ‘MR’ class licence by ACTION. Interstate resident licence holders must obtain their ‘MR/HR’ licence and Public Vehicle Driver Authority at their own cost.

‘MR’ Class or higher licence holders will undertake a driving skills assessment.

6 - Public Vehicle Driver Authority Licence
If you do not already possess a condition ‘O’ endorsement and a Public Vehicle Driver Authority (PVDA); Applicants will have to apply for the Condition ‘O’ to be endorsed on their licence and a Public Vehicle Driver Authority (PVDA) from Road User Services. Road User Services will then issue a
Applicants will receive a letter of approval which must be presented to ACTION to progress through the recruitment process.

ACTION may assist applicants with the medical and police check required by Road User Services to apply for the Condition ‘O’ endorsement.

NSW licence holders require a “MR class licence” and a “NSW Bus Driver Authority” prior to commencing employment with ACTION.

Applicants who have successfully completed the above process will be scheduled to undertake a four (4) week full time Bus Driver Training course on a temporary contract, for the period of training.

Applicants must present originals of a birth certificate/passport/visa, citizenship certificate, permanent residency, drivers licence and WWVP registration card, if applicable, prior to commencing training.

Note: Applicants will not be confirmed for permanent employment with ACTION until the successful completion of the Bus Driver Training course.

Bus Driver Training Course (BDT) - Paid employment (at GS05 grade)

All applicants that successfully complete the above process will be scheduled to attend a 4 week full-time BDT course on a pay rate of $25.56 per hour (correct as at 7 April 2016). The BDT will be conducted in a classroom environment which includes training in customer service, ticketing procedures, navigation and bus familiarisation, then progressing to practical driving training sessions with and without passengers, in an operational setting.

All applicants will be on a continuous assessment training plan and enrolled into an Australian Apprenticeship Scheme to complete a Certificate III in Driving Operations (Bus).

Applicants that successful complete the BDT course will be offered a permanent part-time (guaranteed minimum of 20 hours per week) Bus Driver position on a six month probation period, assessing satisfactory attendance and work performance.

Note: Applicants that are not assessed as competent by the conclusion of the course will not be offered a position with ACTION.

Bus Driver Rates of Pay

Upon graduation, Trainees will be appointed to a depot and undertake operational driving duties on a pay rate of $32.42 per hour ($64,267 p.a.pro-rata) and rostered as directed. Approximately six months after graduation and satisfactory attendance and work performance, Drivers will be upgraded to HR class licence. On completion of the training and assessment, Bus Drivers will be on a pay rate of $35.97 per hour ($71,294 p.a.pro-rata) correct as at 7 April 2016.

Note: These rates are a composite rate and will be paid for all normal hours of operation. The only payment drivers receive over this is the payment for a split shift allowance, if rostered and out of core hours. For further information refer to ACTION Enterprise Agreement 2013-2017.
Superannuation
ACTION is required, under the Superannuation Guarantee Legislation, to pay a Superannuation Contribution on behalf of staff. All new employees are given the option of joining a superannuation fund of their choice. If no selection is made, employees will commence in the default fund (currently First State Super).

Leave Entitlements
Personal Leave: Permanent employees will be granted 18 days of personal leave per year.

Annual Leave: Full Time employees accrue twenty days leave for each completed twelve months of service. Part time employees accrue leave on a pro-rata basis.

Long Service Leave: The qualifying period of employment for Long Service Leave (LSL) is seven years. Approximately two months for seven years or three months at 10 years (includes temporary service pro rata).

Public holidays: Commuter Bus Drivers who are not required to work on public holidays are not paid for those public holidays. Bus Drivers required to work on public holidays are paid at the normal composite hourly rate.

Second Jobs
All staff employed by ACTION must regard their position within the organisation as their primary employment. Should an employee wish to undertake work outside their official duties within ACTION, they must seek and be granted approval by ACTION, prior to commencing a second job.

Workplace Privacy
Applicants are advised that in the course of employment with the ACT Government, staff may be monitored and the workplace may be under surveillance through:

- Data Surveillance,
- Optical Surveillance (cameras and CCTV),
- Tracking Surveillance (GPS),
- Recorded TRN Radio Transmission, and
- Recorded Telephone calls to and from ACTION Communications Centre.

Applicants must hold Australian Citizenship or Permanent Residence
Persons commencing employment are required to provide proof of citizenship or permanent residency status, such as birth certificate or passport.

Conditions of Employment
Successful applicants will be employed as ACT Public Servants and work under the conditions of the Public Sector Management Act, ACT Government Code of Conduct and the ACTION Enterprise Agreement (ACTION EA), which is available from www.action.act.gov.au and other relevant regulations.

Working With Vulnerable Persons (WWVP)
ACTION Bus Driver from November 2016 will be required to be registered for “Working with Vulnerable Persons” (WWVP Act 2011). This will require a WWVP Background Check which they
must be approved for registration to continue employment. Refer to www.ors.act.gov.au for details and online self assessment.