



What is a Bus Operator?

At State Transit, we believe you are much more than a driver. Our drivers are known as 'Bus Operators' and in addition to driving the vehicle, are in charge of:

- Getting our customers to their destination safely
- Navigating routes and getting our customers to where they need to be
- Getting our customers to their destination on time
- Keeping the network moving by reporting incidents and traffic delays over the radio
- Collecting revenue and helping our customers to use to Opal ticketing system
- Going that extra mile to help our customers and having a positive attitude.



Am I eligible to apply?

There are a few things we look out for to make sure you are ready for the job and will be able to drive yourself and our customers around safely. In order to operate a bus, we need you to:

- Be a permanent resident of Australia or citizen of Australia or New Zealand
- Have held an unrestricted Australian Driver's Licence for last 12 months or hold a New Zealand equivalent of the Transport NSW Bus Driver Authority Card
- Have a good driving history
- Be willing to work all the shifts required of the position
- Be willing to comply with all State Transit's policies including the policy on Drugs and Alcohol and Driver Fatigue Management.
- Maintain a weight below 130 kilos
- Obtain a Working with Children Check clearance.

What does the recruitment process involve?

There are a number of steps involved in the recruitment process that include an online application, assessment activities and pre-employment checks. For more information, refer to the 'Recruitment Process' section below.

Is there an age limit?

No. As long as you meet the eligibility requirements you are free to apply. There are however a few health requirements to meet as part of the recruitment process (see below).

I have a medical condition, can I apply?

Yes. However you must have clearance from a medical practitioner to obtain a Bus Driver Authority Card. This authority allows you to drive a public passenger vehicle.

If you do not already hold a Bus Driver Authority Card, you will be required to undertake a Medical Assessment. You also need to undertake a functional assessment and a drug and alcohol test to determine your fitness to drive.

Do I need to have a Medium Rigid (MR) Licence?

No. State Transit can help you to obtain this license after commencing.

Can I apply if I have a criminal record?

Yes. Criminal History Checks are required for all Bus Operators however a previous criminal history does not necessarily exclude you from being employed. All applications are considered on a case-by-case basis. Some serious offences may mean applications are not progressed. All applicants must obtain a Working With Children Check clearance.

What is considered a good driving record?

As part of the recruitment process, you will need to supply evidence of your driving history from Roads and Maritime Services (RMS). This should be no older than 4 weeks at the time you supply it.

A good driving record is usually considered to be:

- No more than 6 demerit points lost
- No drink driving offences in the last 3 years
- No more than 1 loss of license in the last 3 years
- Overall the history does not have an excessive number of offences or dangerous offences

I have applied to be a Bus Operator previously, am I able to apply again?

Yes. Some periods apply depending on what part of the assessment was not completed:

Reading comprehension test 12 months

Driver evaluation 6 months *(unless you have since obtained an MR licence or have since obtained at least 3 months heavy vehicle driving experience, you may reapply at any time)*

All other assessments 6 months



What we're offering you

What type of shifts are available?

If the regular 9-5 life isn't for you, our full time staff work on a rotating roster. Rosters may include:

- A mixture of mornings, afternoons, evenings or broken shifts split between the morning and evening
- 5 days over a 6 day period from Monday to Saturday
- Voluntary overtime on Sundays allowing you to boost your pay

If you'd prefer to have more regular hours, our part time staff are rostered to work set times each week. This usually includes:

- The same shift everyday in either the morning or afternoon peak periods
- 15-35 hours per week and is usually spread over 5 days between Monday to Friday only
- 2-3 days per week in some depot locations

Can I work on a casual basis?

Yes. Casual employees generally need to be available at least 3 days a week on a regular basis from Monday to Friday. Existing full and part time staff can also opt to change to casual if their circumstances change.

What locations might I work at?

There are 12 depots located in four regions across Sydney:

- **NORTHERN REGION** – Brookvale, Mona Vale & North Sydney
- **EASTERN REGION** – Port Botany, Randwick & Waverley
- **SOUTHERN REGION** – Burwood, Kingsgrove, Leichhardt & Tempe
- **WESTERN REGION** – Ryde & Willoughby

You can nominate your preferred depot locations when completing your online application.

What is happening with Region 6?

In May 2017, the NSW Government announced a tender process will be held for a new private operator to deliver bus services in the Southern Region (Region 6). It is anticipated that bus services in the Southern Region will transfer to the new operator from July 2018.

State Transit is still recruiting for Region 6. All staff employed in Region 6 are guaranteed ongoing employment with the new operator. If you are interested in working in one of the Region 6 locations, refer to our [Fact Sheet](#) for more information on how these changes will affect you.

Can I have another part-time job while employed as a Bus Operator?

Yes, as long as your priority is to your primary employment as a Bus Operator. All employees must have secondary employment approved annually to ensure that there is no conflict of interest and that additional working hours do not impact on driver fatigue.

Do you get paid during your initial induction and training period?

Yes, you commence being paid as a State Transit employee when your induction period commences.

Where and when does the induction and training take place?

You will undertake a 2-3 week full time induction program consisting of theory and practical learning. This training will be conducted at the Transport Training Centre at Petersham as well as practical training at your home depot.

What is the starting salary?

As at January 2017:

- Trainee Bus Operators receive \$26.03 per hour (\$989.50 per week). Including overtime, allowances and penalties, the average annual salary for a trainee is \$70K.
- Qualified Bus Operators receive \$28.01 per hour (\$1,064.20 per week). Including overtime, allowances and penalties, the average annual salary for a qualified Bus Operator is \$79K.

Do I receive extra penalties for working at night, weekends or on public holidays?

Yes. Under the current Award, Bus Operators receive:

- Various shift penalties depending on your start and finish times and spread of hours
- Time and a half for ordinary time worked on Saturdays
- Double time for ordinary time worked on Sundays
- Extra penalties for time worked on a public holiday
- Overtime penalties for extra time worked such as when a rostered day off is cancelled or when choosing to work overtime voluntarily.
- For staff in Sydney's Eastern Region, potential to earn up to an additional 10% of base salary due to higher availability of weekend work.

What other benefits do I receive?

State Transit offers Bus Operators a wide range of other benefits including:

- Opportunities to undertake satisfying work, develop your skills and pursue a rewarding career
- Free Employee Opal Card for use on Government bus, rail and ferry services
- Free uniforms
- 5 weeks paid annual leave with 20% leave loading and opportunity to purchase leave
- Obtain a qualification whilst you work (Certificate III in Driving Operations- Bus)
- reward and recognition programs that acknowledge your contribution
- Salary packaging options
- Employee recreation activities that help build a sense of belonging.

For a full list of the benefits you will receive, check out the [Benefits](#) page on our website.

Can I transfer between depots?

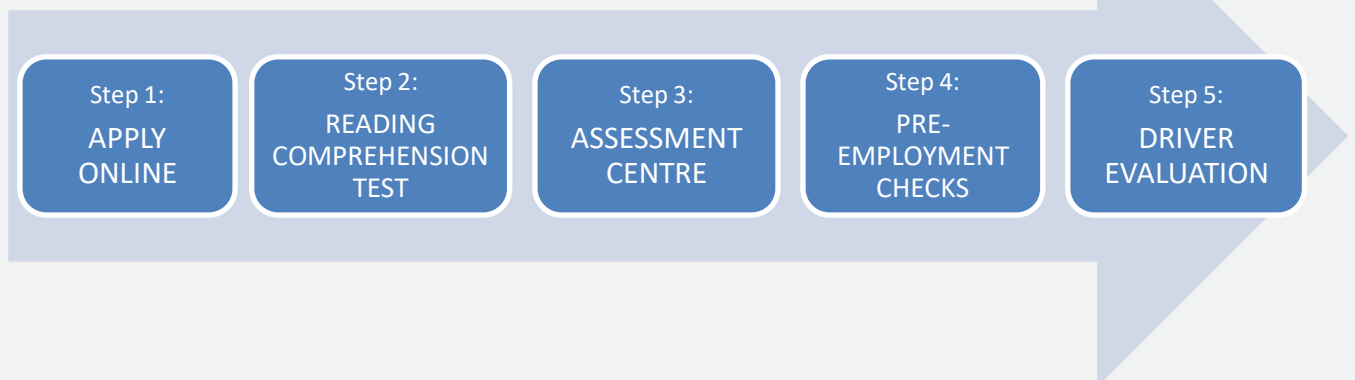
Yes. You may apply for a transfer after 12 months at your current location. Transfers are considered on a first come, first served basis and are dependent on how many other Bus Operators have applied for transfer into that location.

Is there a probationary period?

Yes. All Bus Operators including former employees returning to State Transit must complete a probationary period. For Bus Operators commencing a two year full time traineeship, the probation period is 2 months. For all other staff, the probation period is 3 months

The Recruitment Process

At a glance



Step 1: Apply online

You can make your application online via iworkfor.nsw.gov.au. For more information on how to complete the application you can refer to the [Apply for a job](#) section on this website.

Applications are reviewed to make sure they meet the eligibility requirements above.

Step 2: Reading Comprehension Test

If you meet the eligibility requirements, we will email you a Reading Comprehension Test which is completed online. This measures your ability to read and understand written material. The test is timed so you will need to have all necessary tools (such as reading glasses) with you. If you have any special requirements for the test, just let the recruiter know before the test and we will do our best to accommodate them.

Step 3: Assessment Centre

If you have been successful through the screening process, we will invite you to an Assessment Centre. This is held onsite at one of our Depots or at the Transport Careers Centre located in Burwood.

The session runs for a half day and includes:

★ An information session with a State Transit manager

This is your chance to meet some of our managers and hear everything about us and the job. This includes things like the kind of roster you might work to what life at the Depot is really like.

★ Bus Operator Safety Survey

The Bus Operator Selection Survey is another online test and measures several important aspects that help us to predict if people can operate a bus effectively.

★ Multi-Mini Interviews

Our interview process includes 4 short 'mini' interviews of five minutes each. After each mini-interview you will rotate to the next interview station where you answer different questions based on the skills required for the job.

What to bring to the Assessment Centre

You will be notified in your invitation email of what documents to bring with you to the Assessment Centre which will include:

- Proof of Australian or New Zealand Citizenship or Permanent Residency in Australia
- Australian Driver's Licence or New Zealand Bus Driver Authority Card
- Driving history obtained from RMS or relevant licensing agency (must be issued within the last 4 weeks)
- NSW Bus Driver Authority Card (if you already have one)

Step 4: Pre-Employment Checks

If you have been successful at the Assessment Centre, there are a just a few more checks we need to complete before you can start.

★ Pre-employment Health Assessment

This consists of:

- A medical assessment which is required for your Bus Driver Authority Card application (if applicable)
- A functional assessment to determine you are fit to carry out the physical requirements of the job
- A drug and alcohol test which is required by all Bus Operators under legislation.

If you are of a certain height and weight measurement, an additional practical assessment may be required on board a bus to determine if you are able to carry out the job requirements safely.

★ Working with Children Check Clearance

All of our Bus Operators need to have a current NSW Working with Children Check clearance. You can apply for these online on the [Office of Children's Guardian website](#).

★ Reference Checks

You will need to provide a minimum of two referees to confirm your suitability for work as a Bus Operator. These should be a recent line managers or supervisors or another relevant person who is able to comment on your work performance.

★ Medium Rigid (MR) Knowledge Test

If you do not already have an MR Licence, you will need to go to Service NSW and complete the MR knowledge test to obtain an MR learner's permit. You will also need to purchase the MR Licence Logbook.

To prepare for the knowledge test you can either download the Knowledge Handbook from the [Roads and Maritime Services website](#) or purchase a copy from a local Service NSW branch. You may also attempt a practice test on the Roads and Maritime Services website.

★ Applications for NSW Bus Driver Authority Card

You will need to apply for NSW Bus Driver Authority Card with Roads and Maritime Services (RMS). If you already have a current Bus Driver Authority Card, you do not need to apply again.

As the application includes a Criminal History Check, you will be asked to complete a Statutory Declaration to confirm any unspent criminal history or matters pending prior to your first day of employment. This Statutory Declaration allows for a Bus Driver Authority Card to be issued pending completion of the necessary Criminal History Check should there be any delay.

Step 5: Driver Evaluation

The last thing we assess before making an offer to you is whether you are actually able to drive the bus safely or have the ability to quickly learn how. It gives you the opportunity to drive a bus under instruction from a heavy vehicle driving instructor.

The evaluation will:

- Generally take place between 10am to 3.00 pm, Monday to Friday.
- Take 1 to 5 days depending on your prior experience, licence and progress in the evaluation.
- Require you to successfully pass each day's evaluation criteria to progress through to the next day. At the start of each day, a briefing is provided by the trainer on the evaluation criteria to be covered during the day.

Offer of Employment

Once you have successfully progressed through the recruitment process, you will be contacted with an offer of employment. The recruiter will also confirm your preferred location.

It should be noted that first preferences cannot always be accommodated as the number of vacancies available in some locations at a particular time must be considered. We do however where possible try to locate you as close as we can to your home.

Once we confirm a location we will email an Offer Letter to you outlining the terms and conditions of your employment.

Induction - Your Journey Begins!

Upon commencing your employment, you will undertake a 3 week full time induction program consisting of theory and practical learning for the role of Bus Operator. This training will be conducted at the Transport Training Centre at Petersham as well as practical training at your home depot.

How long does the recruitment process take?

The length of time from application to induction can vary due to your availability to attend assessment centres, medical appointments and driver evaluation. Most candidates will also need to provide notice to their current employers. We aim to have the process completed within 9 weeks.

Once you submit your online application, if you meet the eligibility requirements you will be contacted on the following Monday with the online Reading Comprehension Test.

Once you have completed online Reading Comprehension Test, by the following Friday you will be invited to schedule yourself to attend an Assessment Centre. Assessment Centres are generally held on a weekly basis.

Once you have completed the Assessment Centre, you will immediately be contacted and advised of how to complete the pre-employment checks.