

Becoming a Bus Operator with KDH



What is a Bus Operator?

At Keolis Downer Hunter, we believe you are much more than a driver. In addition to driving the vehicle, you are responsible for:

- Getting our customers to their destination safely and on time
- Delivering great customer service
- Helping to keep Newcastle and Lake Macquarie moving

Am I eligible to apply?

In order to apply for this position you must:

- Be a permanent resident of Australia or citizen of Australia or New Zealand
- Have held an unrestricted Australian driver's licence concurrently for 12 months within in the last 2 years
- Be at least 20 years of age (RMS requirement)
- Have a good driving history
- Be willing to work shift work as required
- Maintain a weight below 130 kilograms and have a standing reach of at least 210cm
- Consent to a criminal record check as part of the application process
- Obtain a Working with Children Check clearance
- Complete Pre-Employment Medical checks

What we're offering you

What type of work is available?

There are two options for shift rostering to help you find the work / life balance you're looking for.

Full-Time

If the regular 9am-5pm life isn't for you, our full-time staff work on a rotating roster including mornings, afternoons, evenings and split shifts.

Our Full-Time staff work on a rotating roster basis, where 5 days are worked between Monday and Saturday. This work includes a mixture of straight and broken shifts. Shifts can commence in the morning, afternoon or evening. It is expected you will work reasonable overtime when required by the business.

Part-Time

If you'd prefer to have more regular hours, our part-time Staff work 15-35 hours per week and are rostered set times, Monday to Friday.

Part-Time staff are rostered to work set times each week. Shifts will range from 15-35 hours per week and you will work Monday to Friday. At the time you are ready to be offered employment you will be able to select from the shifts we have available at the time.

Qualifications and Training

For anyone who commences as a Bus Operator in a full-time role or a part-time role that is more than 21 hours per week, you will be placed in Keolis Downer's traineeship program. Over a 2- or 3-year period, depending on if you are full-time or part-time you will complete various training modules that will result in a nationally recognised Certificate III in Driving Operations qualification.

Where will I be based?

KDH operates 2 bus depots in Hamilton and Belmont

Appointments are made in accordance with operational requirements. However, you will be asked for your preferred locations during the application process and this will be taken into consideration where possible.

What is the base pay rate?

Trainee Bus Operator - \$25.89 per hour (\$983.79 per week)

Qualified Bus Operator - \$29.33 per hour (\$1,114.72 per week)

On average a Bus Operator has the potential to earn between \$70,000 – \$90,000 per annum.

How much leave will I get?

A Full-Time staff member receives 5 weeks annual leave per year and a Part-Time staff member receives pro-rata annual leave per year.

Keolis Downer Hunter offers Bus Operators a wide range of benefits including health and wellbeing programs, such as Fitness Passport as well as salary packaging. For a full list of the benefits you will receive, check out the benefits on our website.

The Recruitment Process

Step 1: Apply

After applying via <https://newcastletransport.info/contact-us/careers/> you will be contacted about your suitability for the role.

Step 2: Open Day and Assessments

If you successfully complete step 1 you will be invited to a Depot Open Day. This is held onsite at one of our Depots. The session runs for approximately 3-4 hours and includes an Information Session, Depot Tour, Interview and other assessment activities. You will also be provided with everything you need to know about becoming a Bus Operator and completing the application process.

The location of your Open Day does not determine your final depot placement, so please do not worry if your Open Day is not close to home.

You will be notified in your invitation email of what documents to bring with you to the Depot Open Day. This will include your driving history and ID documents.

Step 3: Pre-Employment Checks

If you pass the Open Day stage you will then be assigned a recruiter who will assist you with progressing through the pre-employment check stage, consisting of:

Medical assessments - Including a functional assessment and drug and alcohol test.

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Criminal record check - All final applicants will be asked to consent to a criminal record check. Please note that people with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.

Working with children check clearance - All of our Bus Operators must have a current NSW Working with Children Check clearance.

Reference Checks - You will need to provide a minimum of 2 referees who can confirm your suitability for work as a Bus Operator. Referees should be a recent manager or supervisor who is able to comment on your work performance. If your recruiter is not able to obtain suitable references your application may not progress.

Medium Rigid (MR) Knowledge Test - If you do not already have an MR/HR 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.

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

Recruitment Driving Assessment - We will assess your ability to drive a bus safely or have the ability to quickly learn how. The assessment gives you the opportunity to drive a bus under the guidance of a heavy vehicle driving instructor.

Step 4: Offer of Employment and Induction

Offer of employment – Once you have successfully progressed through the recruitment process, you will be contacted with an offer of employment. We will then email an Offer Letter to you outlining the terms and conditions of your employment.

Induction - Your journey begins!

When you begin your new job, you will undertake a 4-week Full-Time induction program consisting of theory and practical learning. This training will be conducted at the Hamilton Depot together with practical training at your home depot.

How long does the recruitment process take?

The length of the recruitment process typically depends on your availability to attend an Open Day, medical appointments and driver assessment. We aim to complete the process within four weeks plus any current employment notice period you have.

Questions? Please email the team at Leah.allen@keolisdowner.com.au

