

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

What you will need in order to apply

We are currently seeking applications from experienced Bus Operators to join our team.

Our people have a strong commitment to safety and draw upon their excellent communication and customer service skills to provide the best experience for our customers.

In order to apply for this position, you must:

- Have a current NSW Bus Driver Authority Card
- Have a minimum MR Class Drivers Licence
- Have a Working with Children Check (WWCC)
- Be a permanent resident of Australia or citizen of Australia or New Zealand
- Have a good driving history
- Be willing to work shift work as required
- Maintain a weight below 120 kilograms and have a standing reach of at least 210cm
- 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.
- Be willing to complete all screening checks – including medicals and police checks.

What we're offering you

A full-time, permanent position

Our Full-Time Bus Operators work on a 6-day 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, and Sundays are optional. It is expected you will work reasonable overtime when required by the business.

Qualifications and Training

For anyone who commences as a full-time Bus Operator with Keolis Downer, they are enrolled into our traineeship program. Over a 2 or 3-year period you will complete various training modules that will result in a nationally recognised Certificate III in Driving Operations qualification. If you already have this qualification, we have a Customer Engagement qualification for you.

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 - \$ 26.53 per hour

Bus Operator Level 1 - \$30.06 per hour

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 Bus Operator receives 5 weeks 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 with documents and instructions on progressing your application.

Step 2: Interview, information and Driver Assessment day

If you successfully progress you will be invited to a group interview, information and Driver Assessment day.

The session runs for approximately 3-4 hours and includes an Information Session, Interview and other assessment activities. On the day you will also undertake a Driver Evaluation and assessment. Observations on your suitability will be done throughout the recruitment process with feedback collated and reviewed by the team.

You will also be provided with everything you need to know about becoming a Bus Operator, our business and operations and completing the recruitment process.

Step 3: Pre-Employment Checks

If you are identified as suitable to progress to the next stage, there will be various checks and 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.

Reference Checks - You will need to provide a minimum of 2 referees email addresses 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 KDH is unable to obtain suitable references your application may not progress.

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 Employment Agreement to you outlining the terms and conditions of your employment for you to sign and return.

Induction – the start of your journey

When you begin your new job, you will undertake full-time induction program spanning across several weeks 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 recruitment process takes around 4 to 6 weeks.

We schedule regular interview days as well as periodical commencement days. A thorough review process is undertaken of every applicant. The process may depend on the schedule, your availability to attend Interview and assessment day and medical appointments.

Questions?

Please get in touch with our HR Business Partner at Leah.allen@keolisdowner.com.au

