

# DRIVER APPLICATION FOR EMPLOYMENT

## Commercial in Confidence

*The information supplied in this document will remain strictly confidential between the applicant and Brisbane Bus Lines. This application form is not an offer of employment.*

Applicant's Name

*Office Use Only: Date application received*

## INFORMATION FOR APPLICANTS

Brisbane Bus Lines' culture and company values of One Team, Safety, Service and Communication are embraced by all our team members. Our mission is to deliver exceptional customer service across all aspects of our business with commitment, pride and passion and to grow through the abilities and knowledge of our employees. Through these continued commitments and determination, we strive to continue to mould our business to further enhance our company as a leader of transportation services throughout Brisbane, SE Qld and beyond.

Brisbane Bus Lines is an equal opportunity employer and follows the guidelines of the Queensland Anti-Discrimination Act of 1991. We are dedicated to providing a secure and supportive working environment and aim to deliver an open and innovative atmosphere that values new approaches, processes and ideas.

### Conditions of Employment with Brisbane Bus Lines (referred to as the Company)

*Each application will be considered on its own merits.*

1. In accordance with the Workplace Health & Safety Act, whilst at work, you must take reasonable care for your own health and safety, and your actions do not adversely affect the health and safety of others.
2. You will be engaged as a casual driver, classified as Grade 4, in accordance with the Passenger vehicle Transportation Award.
3. Employment with the Company is conditional upon your eligibility to work in Australia and your meeting other regulatory requirements (eg: licences and authorisations).
4. The first six (6) months of employment are considered to be on a probationary basis. We will monitor your performance during any engagement in this period and if you fail to meet our standards, no further engagements will be offered to you.
5. As a casual employee, you should not expect regular, systematic or on-going employment. You may be offered work on any of the seven (7) days of the week.
6. You will be required to familiarise yourself and comply with all the Company's policies and procedures.
7. You must report all incidents, hazards and near misses immediately, no matter how trivial or minor.
8. You may be required to undergo a medical examination as outlined by the Company prior to or during your employment.
9. You are required to report any incidents that in company vehicles involving Police, Transport Authorities or any other official organisation to the Company as soon as possible.

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*This document is uncontrolled in hard copy*

## **PERSONAL DETAILS**

I am aware that the position being applied for is not a statement of duty and that I may be called upon to carry out other duties as directed from time to time by my employer.

Surname:			
Given name/s:			
Date of birth:			
Residential address:			
Postal address <i>(if applicable)</i> :			
Email:			
Telephone Numbers:	Mobile:	Home:	
Contact Person:	Name:	Phone:	

## **EMPLOYMENT HISTORY**

*Please provide details of your most recent employment. Start with your current or most recent position.*

Employer	Dates	Position Held	Reason for Leaving
	From		
	To		
	From		
	To		

## **REFEREES**

Name	Company	Position	Phone Number

## **QUALIFICATIONS**

Do you have any Certificates, Qualifications or have attended special courses that would be relevant to the position being applied for (originals will need to be sighted and/or certified copies produced)?

If **“YES”** please give details:

## DRIVERS LICENCE DETAILS

LICENCE DETAILS FOR: How many years have you had a driver's licence?

Licence Class: Licence Number: State: Expiry Date:

Please give details of any Advanced Driver Courses you have done?

Have you ever been convicted of any breach of any relevant Traffic Act or had your licence suspended?  
If **"YES"** please give details.

During the past 5 years have you been involved in any motor vehicle accidents?  
If **"YES"** please give details.

Have you ever been refused motor vehicle insurance or had a policy cancelled by an insurer?  
If **"YES"** please give details.

Are you willing to work overtime, weekend, night or split shifts?

Weekends Nights Split Shifts

## MEDICAL HISTORY

Have you ever experienced any accidents involving personal injury or any illness or operations for which you have been hospitalised?

If **"YES"** please give details:

Do you suffer, or have you ever suffered from any of the following:

Heart Defect/Disease		Hepatitis		Asthma		Allergies	
Breakdown		Back Condition		HIV Positive		Hernia	
Blackouts		Diabetes		Arthritis		Epilepsy	

If **"YES"** please give details:

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Do you suffer, or have ever suffered from any of the following:

Impaired Vision/Visual Effects		Impaired Hearing		Impaired Speech	
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If **“YES”** please give details:

Do you have restriction of movement of any of the following:

Neck		Pelvis		Left Elbow		Left Ankle	
Head		Right Wrist		Right Knee		Ability to jog or run	
Back		Left Wrist		Left Knee		Ability to climb stairs	
Spine		Right Elbow		Right Ankle			

If **“YES”** please give details:

Are you aware of any reason that would impair your ability to perform the duties of employment within the broad scope of operations of Brisbane Bus Lines?

If **“YES”** please give details:

*The above medical information is sought having regard to the following duties required to be performed:*

- Able to follow all written and verbal instructions and ensure adherence to all policies and procedures.
- Communicate effectively with others whilst driving a vehicle.
- Read and interpret instructions, procedures information and signs relevant to the driving of the vehicle.
- Interpret and follow operational instructions and prioritise work.
- Complete workplace documentation.
- Operate communications systems to required protocol.
- Work together with both clients and staff in all areas of the workplace
- Adapt appropriately to cultural difference in the workplace, including with clients and passengers.
- Promptly report any identified problems, faults or malfunctions that may arise whilst driving a vehicle in accordance with regulatory requirements and workplace procedures.
- Implement contingency plans instigated or approved by operations for unexpected events that may occur when driving a vehicle.
- Monitor and anticipate traffic hazards and take the appropriate action.
- Monitor activities depending on differing operational contingencies risk situations and environment.
- Apply fatigue management knowledge and strategies.
- Work systematically with required attention to detail without injury to self or others and not damaging luggage or equipment.
- Operate and adapt to differences in vehicles in accordance with standard operating procedures.
- Monitor performance to differences in vehicles in accordance with standard operating procedures.
- Monitor performance of vehicles and report any defects where required.
- Inspect vehicle prior to driving in accordance with company check list i.e. criteria from the Daily Inspection Book.
- Refuel and clean vehicles inside and out as per workplace policy and procedures including the on-board toilet if fitted.
- Collect and process lost property as per company policy.
- Collect fares, cash handling and basic maths for fare transactions.
- Control and monitor bin doors and other vehicle panels – access and operation by driver, other BBL or Translink (Rail) staff only.
- Loading and unloading passenger luggage in and out of vehicle bins – includes all aspects of manual handling, including but not limited to bending, twisting, reaching, lifting and lowering, pushing and pulling and carrying.

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PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THIS APPLICATION

Please note that your application must be COMPLETE to be considered.

Are the following documents enclosed?

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Full CV/Resume and recent work references            |
| <input type="checkbox"/> | 2. Queensland Transport driving history                 |
| <input type="checkbox"/> | 3. Copies of Drivers Licence and Authorisation Licences |
| <input type="checkbox"/> | 4. If relevant, copies of formal accreditations.        |

## DECLARATION BY APPLICANT

I hereby declare

1. That the answers I have supplied in this application, to the best of my knowledge are true and correct in every particular. I understand that any false statement of material facts may affect the success of this application.
2. I fully understand that I must register a zero drug and blood alcohol level at all times during working hours or at any time whilst in charge of a company vehicle or machinery.
3. That I agree and understand that BBL may investigate the applicant and background to determine the accuracy and completeness of the information contained in this application.
4. That I agree and release to BBL and any persons named in this application from any liability or damage on account of his/her furnishing such information.
5. That I agree and understand that this application for employment in no way obligates BBL to employ the applicant.
6. That if the above application for employment is accepted, I will be bound by and will at all times observe and respect such terms and conditions of employment and such policies, procedures and rules as may, from time to time be specified or otherwise stipulated by BBL.
7. COMPANY has duty of care under the Work Health and Safety Act 2011 to ensure that persons are not exposed to the risk of injury or illness in the workplace. In order to perform the inherent requirements of the job, applicants are required to have a reasonable standard of physical capacity.

*If requested, a prospective worker must disclose to a prospective employer any pre-existing injury or medical condition (Qld Workers' Compensation and Rehabilitation Act 2003 (section 571B). An applicant who knowingly makes a false or misleading statement is not entitled to compensation or to seek damages for any event that aggravates the pre-existing injury or medical condition (s571C). Any information received from you can only be used for considering the suitability of your application. 'General Protection' legislation in the Fair Work Act and anti-discrimination laws also prevent this information from being used or anything except to assess your suitability against the inherent requirements of the position. This information will not be disclosed to any other party by Brisbane Bus Lines, except where required by law.*

8. I am willing to maintain the company rules, policies, the company values of One Team, Safety, Service and Communication and present at all times in a neat and professional manner.
9. I undertake, if employed, to take due care of all company property, equipment, clothing and monies.

Name of Applicant:

Signature of Applicant:

Date:

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