

**NEW WORKING WITH CHILDREN CHECKS APPLICABLE FROM 15TH
JUNE 2013**

Premier Motor Service requires all prospective employees to have obtained their **WORKING WITH CHILDREN CHECK** before completing the application for employment.

This check is obtained by going to www.newcheck.kids.nsw.gov.au and fill in the application form. Once the form is submitted, a CHECK APPLICATION NUMBER IS ISSUED. Applicants must take this application number and proof of their identity to a MOTOR REGISTRY or GOVERNMENT ACCESS CENTRE. The proof of identity required for the **WORKING WITH CHILDREN CHECK** is the same as for a NSW drivers license.

If the applicant will be in paid employment they must also pay a fee of \$80. The fee is not refundable if the worker terminates or withdraws their application or if they do not receive a clearance.



13 - 23 Investigator Drive
Unanderra NSW 2526
Phone: **02 4271 1322**
Fax: **02 4272 1608**
www.premierillawarra.com.au

**NOTICE TO ALL
PROSPECTIVE EMPLOYEES**

Please complete and sign all the forms attached and return to Sunny Brailey at-

Premier Motor Service
13-23 Investigator Drive
UNANDERRA NSW 2526
Ph: 02 42 711322
Fax 02 42 721608

Please read all forms carefully before completing, signing and returning to this office at the above address.

Incomplete or incorrectly completed forms will be returned and thus could delay your employment or wage payment.

Some documents attached have separate information forms which outline certain requirements of that particular form and or which require signing and returning.

If you are unsure of any information or directions supplied please seek clarification from the manager with whom you are dealing or from the above person.

Yours faithfully,
Sunny Brailey
Contract & Compliance Manager

PRE-EMPLOYMENT AGREEMENT

The Pre-Employment Agreement contains conditions designed to be of benefit to both the employee and Premier Motor Service Pty Ltd. As a Premier Motor Service employee you must read and understand these conditions and accepted them prior to commencing employment. These conditions have been given a great deal of consideration. They are designed to ensure, so far as possible, your safety, the safety of other Premier Motor Service employees and members of the general public, both passengers and other road users.

Documenting our high standards is a way of making our employees feel secure in that all Premier Motor Service staff have equal professional qualifications and ideals. All drivers must sign at the bottom of this form to acknowledge receipt and an understanding of its contents.

Applicants Please Note:

Persons applying for employment must be of no more than 120kgs. This is due to weight restrictions applicable to the safe operation of the driver's seat and the space available in the driver's compartment.

- 1) *Completion of this form does not imply that you will be employed.*
- 2) *Should employment be granted, the following offences may result in termination of employment: -*
 - (a) Loss of licence or Driver Authorisation/Certificate/Accreditation, where this is essential in carrying out job.*
 - (b) Dishonesty eg stealing*
 - (c) Consumption of alcohol or drugs whilst on duty or reporting for work in an intoxicated condition.*
 - (d) Failure to report in writing within 24 hours any accident or incident involving a Company vehicle, passenger or third party property.*
 - (e) Gross negligence in the operation of Company vehicles*
 - (f) Unsatisfactory work performance. (Eg – mistreatment of passengers, not adhering to Company rules)*
 - (g) Proven allegations of sexual harassment.*
 - (h) Unsatisfactory medical report.*
- 3) *Should employment be granted, the following conditions will apply:*
 - (a) A probationary period of three months is to be worked from the commencement of employment. Full time status to be determined after this time at the discretion of Premier Motor Service Pty Ltd.*
 - (b) Suitable apparel(uniform if required) is to be worn whilst on duty*
 - (c) Reasonable overtime to be worked if required.*
 - (d) Smoking is prohibited whilst on duty*
 - (e) Wages are payable by direct transfer into a company organised banking institution. No cash payments will be paid.*
 - (f) All employees are required to complete and sign a weekly time sheet where required. This must be submitted before the set deadline if payment is to be made.*
 - (g) Employees are required to ensure personal details are current via completion of the appropriate forms*
 - (h) Employees are required to comply with other Company rules as may be introduced from time to time.*
 - (i) Written reports eg responses to customer complaints, to be completed within required period.*
 - (j) Resignation must be in writing & appropriate notice given as per covering Award Agreement conditions.*

- 4) *Should you be required for an interview, you will need to provide a current drivers history report (obtainable from your State's relevant Transport Authority) and Driver Authority or a current satisfactory medical certificate if no Driver Authority is issued in your State or Territory.*
 - 5) *Satisfactory completion of a driving test is a prerequisite for any driving position*
 - 6) *Should employment be granted, the following conditions will apply:*
 - (a) *Drivers may be required to obtain, at their own expense, a suitable medical certificate every 24 months until the age of 60, after which a certificate is required every 12 months.*
 - (b) *Drivers are required to present current Drivers License and Drivers Authority for verification on a Quarterly basis and grant Premier Motor Service T/A Premier Illawarra permission to check Drivers Authority and Drivers Licence electronically on a periodic basis.*
- ✓ *I have read & full understand the conditions of employment.*
 - ✓ *I fully understand that any false, misleading or incomplete information stated by me in this application may lead to instant dismissal if employed by the Company.*
 - ✓ *I certify that the information stated in this application is true and correct in all detail.*
 - ✓ *I understand that the Company has the authority to verify any information given on this form from the relevant parties.*

Signature (employee)

Signature (employer)

Sunny Brailey
Contract & Compliance Manager
Premier Motor Service Pty Ltd

**PREMIER MOTOR SERVICE PTY LTD
T/A PREMIER ILLAWARRA
APPLICATION FOR EMPLOYMENT**

PERSONAL DETAILS		
Surname: _____	Given Names: _____	
Address: _____	State _____	P/Code: _____
Home Telephone: _____	Work Telephone: _____	Mobile: _____
Email address (essential as pay slips are emailed weekly): _____		

LICENCE AND ACCREDITATION DETAILS		
Licence Number: _____	Class: _____	Exp Date: _____
Accreditation Number: _____	Exp Date: _____	
Please supply RTA Licence History Report Attached: Yes / No (Please Circle)		

EMPLOYMENT HISTORY		
Previous Employer	Period Employed	Position Held
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
Experience in the Bus / Coach Industry Yes / No If Yes, How long? _____		
With Whom: _____		What Capacity: _____

NEXT OF KIN		
Next of Kin – Surname: _____	Given Names: _____	Relationship: _____
Address: _____	State: _____	P/Code: _____
Telephone – Home: _____	Work: _____	Mobile: _____

GENERAL INFORMATION

Have you ever lost points off your licence? _____ Reason: _____

Have you ever been convicted of drink driving? _____ If Yes, When: _____

Trade Qualifications: _____

Do you suffer from any physical or mental disabilities or ailments? _____ If Yes please describe _____

Please provide details of any previous Workers Compensation Claims: _____

OTHER RELEVANT INFORMATION ABOUT YOURSELF

DECLARATION

It is agreed by the applicant that:-

- ⇒ The Company or its agents may make inquiries to verify the accuracy and completeness of the information supplied.
- ⇒ No action will be taken against the company or any other party for damages on account of requesting or supplying such information.
- ⇒ The applicant will complete such additional tests as the company may require. These tests could include medical and aptitude tests.
- ⇒ If offered employment, a three month probationary period will apply and that employment may be terminated without notice during this period.
- ⇒ If offered employment, such additional information will be supplied by the applicant to enable employment files to be completed.
- ⇒ If offered employment, the company will be informed immediately if your drivers licence or drivers authority should be suspended or cancelled.
- ⇒ If offered employment, the applicant will act in accordance with the company's policies and procedures set out in the relevant employment Manual.

It is understood that any misrepresentations by me on this application will be sufficient cause for the cancellation of this application or summary dismissal after employment.

I hereby certify the information supplied is true and complete to the best of my knowledge.

Signature: _____ Date _____

JOB DESCRIPTION

Date: ___/___/___

Employee Name: _____

Address: _____ P/Code _____

Job Title: Bus Driver
Company: Premier Motor Service Pty Ltd
Department: Operations
Reports to: Operations Manager
Reviewed By: Sunny Brailey
Review Date: 28th March 2011
Approved By: John King
Approved Date: 28th March 2011

SUMMARY

- Drives Bus to transport passengers over specified routes to local or distant points according to service manifest, time schedule and job sheets by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists passengers and collects cash fares. Cash fares to be handed in to night safe at the end of each shift.
- Regulates heating, lighting, ventilating and other bus comfort related systems as per company policy
- Complies with local, State and Federal traffic legislation and regulations
- Reports delays, incidents or accidents in accordance with staff manual
- Completes route service shift bat in accordance with company policy / procedures
- Complete pre-departure, on route and other general and safety checks as per company policy
- Clean inside and outside of vehicle and refuel as required
- Complete required documentation and forms as required in accordance with time frame outlined in company policy / procedure

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OTHER DUTIES

- Comply with all company policies and procedures as identified and outlined in the Staff Manual (supplied)
- Comply with all Occupational Health and Safety, Anti-discrimination, Sexual Harassment and Other Worker Obligations as outlined in the Staff Manual (supplied)

SUPERVISORY RESPONSIBILITIES

- This position does involve a level of duty of care to be displayed towards passengers, especially minors travelling unaccompanied

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licences, Registrations:

- It is essential that you possess a current and appropriate State or Territory Drivers Licence and Drivers Authority for the type of vehicle being operated. If at any time your licence or accreditation is cancelled or suspended by the relevant authorities you are required to notify the Operations Manager immediately. Please note that suspension or termination of your licence or drivers authority will result in the termination of your employment

Language skills:

- The ability to speak and read English is a requirement of this position

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- You will be required to drive various types and models of buses over differing routes through varying terrain. You will be supplied a driving roster / job sheet which may require you drive at differing times of the day and night and may include weekend driving