



ACT
Government



Transport
Canberra

Transport Canberra bus driver

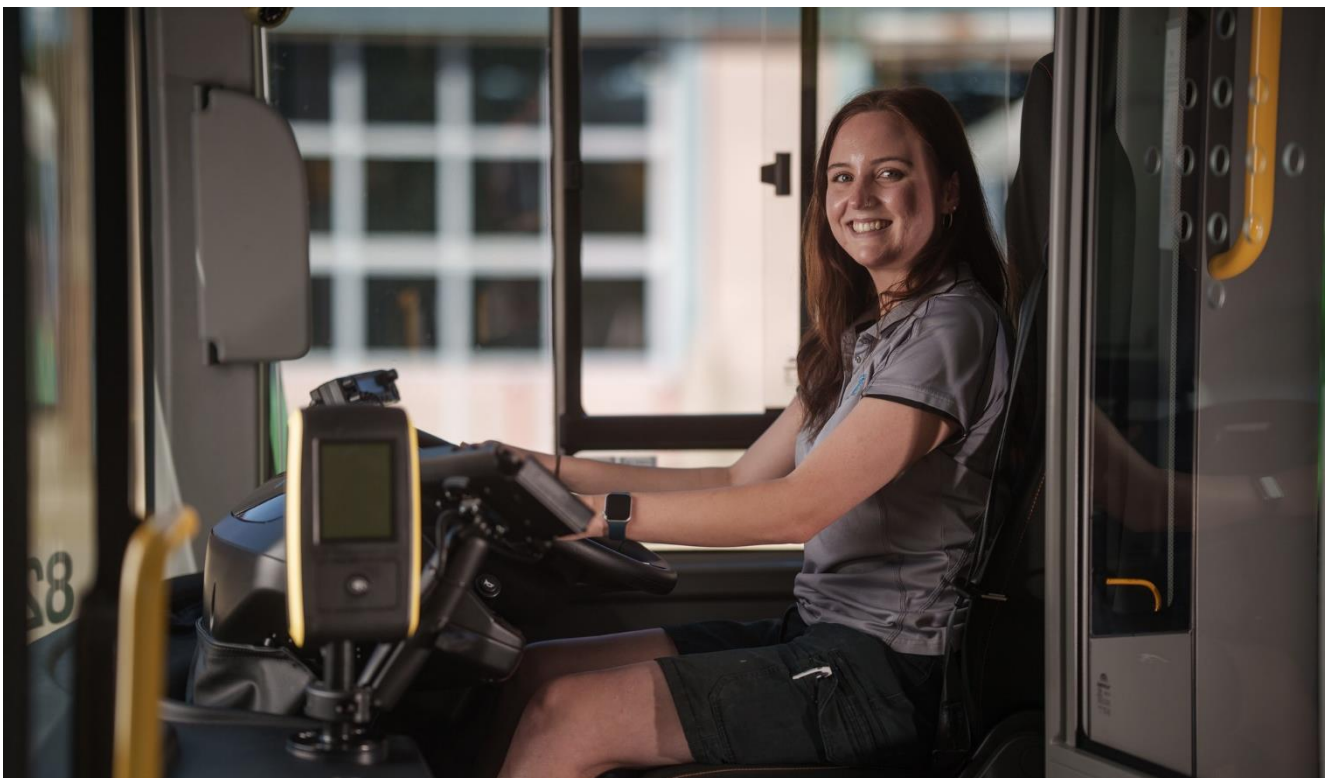
Applicant information pack 2026





Contents

About us	3
Is this the job for you?	3
How to apply	4
Preparing your application.....	4
Developing your resume	4
Helpful hints	4
Nationally Coordinated Criminal History Check.....	5
How long does the process take?	5
Four and a half weeks and you're on the road	6
Where will I work?	7
Rostered shiftwork.....	7
Part time work	7
Casual work.....	7
Recruitment, eligibility, and suitability criteria.....	8
Bus driver recruitment.....	8
Reasonable adjustment information	8
Eligibility and other requirements	9
Frequently Asked Questions	13
Bus driver acknowledgement submission	17





About us

Transport Canberra Bus Operations manages and delivers Canberra's public bus network. We operate a fleet of approximately 450 buses across three major depots: Belconnen, Woden and Tuggeranong. In addition to our main bus fleet, we operate both the Supported School Transport service and Flexible Transport Service using a smaller fleet of minibuses.

Our team includes more than 1,000 employees working in a wide range of roles, including bus driver, attendant, depot staff, transport officers, trainers and other operational support positions. At Transport Canberra we are committed to providing a reliable, safe and customer-focused public transport service for the ACT community.

In the last year Transport Canberra buses travelled more than 22 million kms, delivering rapid and local bus services as well as dedicated school services. We connect the Canberra community to the broader integrated transport network, which includes light rail, walking, riding and scooting options.

We're going electric

Transport Canberra is committed to an ambitious goal of transitioning our entire bus fleet to zero-emission vehicles by 2040. The transition is already underway and forms a key part of our plan to deliver cleaner, quieter and more sustainable transport for the ACT community.

You can read more about our zero-emission transition program on our website www.transport.act.gov.au

Is this the job for you?

At Transport Canberra, we're looking for motivated, enthusiastic people with a can-do attitude who are ready to support the Canberra community.

Does the following sound like you?

- A genuine enjoyment for working with people
- Customer focused – friendly and polite
- A good level of physical fitness
- Good standard of literacy and numeracy
- High standard of driving skills
- A good 5-year driving history
- Willingness to work a variety of shifts

Are you an experienced bus driver looking to join Transport Canberra?

Do you currently hold the following:

- A minimum MR licence
- ACT Working With Vulnerable People (WWVP) card
- Public Vehicle Driver Authority (PVDA)



If you answer yes to all the above and meet all eligibility criteria, your application will be fast tracked through the process.

How to apply

1. Complete the online application form at www.jobs.act.gov.au
2. Attach the following documents to the online form:
 - Your resume/CV
 - A copy of your Australian driver's licence
 - The completed 'Bus Driver Acknowledgement' form (located at the end of this document)
 - Proof of Australian Permanent Residency or Visa documentation (if applicable)
 - A current five-year Australian Driver History Check:
 - You can get this from the relevant Australian state or territory authority. This record should not be older than 1 month at time of application.
 - A copy of your current Working with Vulnerable People (WWVP) registration, if you already hold a WWVP
3. Submit the online application and supporting documents via the *APPLY NOW* button.

Preparing your application

Developing your resume

Your resume needs to clearly contain relevant details about your education, employment history and achievements.

Make sure that your work history is in chronological order, this means listing your current employer first, including your duties and responsibilities for your roles.

If you do not have a resume/CV, you can find examples online that show you how to develop your own.

Helpful hints

- Keep your resume/CV to no more than 3 pages, first impressions last
- Stay factual, concise, and use consistent font, this includes size, bold and italics
- Proofread everything
- Prior to submitting your application, review EVERYTHING, applications that are missing information may not proceed



Nationally Coordinated Criminal History Check

Should you be successful through to the interview stage, **Transport Canberra recruitment** will request you to complete a Nationally Coordinated Criminal History check (NCCHC), to bring to your interview as part of the recruitment process, with the following ID documents:

Only **one** of the following documents:

- Australian birth certificate, Australian citizenship certificate
- Australian passport (not expired)
- Valid Australian visa supported by a foreign passport

Only **one** of the following documents:

- Australian passport (not expired) – if not used already
- Current Australian driver's licence

Two of the following documents:

- Working With Vulnerable People Card
- Medicare card
- Private Health Insurance
- Security guard or crowd control photo licence
- Photo Identity card issued to an officer by a Police Force or Australian Defence Force
- Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC) Australia
- Post key pass with photo
- Firearms licence

Please note – if you have EVER been to court or have been charged for criminal or traffic matters this needs to be disclosed. Failure to do so could jeopardise your application.

How long does the process take?

We will support you along the way. The full application and onboarding process will take several months to complete. Successful applicants will be offered a comprehensive four & a half-week, paid training program which includes classroom learning, theory and practical on-road learning, ensuring you feel confident and supported on the road.

Once applications close, all submissions will be shortlisted. If you are shortlisted, you can expect the following process to occur:

- Online computer assessments, including – Psychometric - behavioural, language and literacy, numeracy and map reading. These are conducted under supervision at our office in Greenway.
- Interview (this will be held in person at our office in Greenway)



- Nationally Coordinated Criminal History check
- Referee checks – conducted online through Checkmate
- Pre-employment medical – including drug and alcohol tests conducted via the ACT Government provider
- Licence upgrade (if required, ACT licence holders only)
- Driving skills assessment for applicants who hold Medium Rigid licence and above
- Bus driver training course (this is a paid course)

Please be aware that the application process may take longer in some cases due to medical assessments. Some applicants may require additional evaluations before receiving medical clearance from a doctor. We understand that these situations can occur and want to reassure you that your application will not be cancelled or delayed because of this.

Please note that any additional medical assessments, including related costs, are the responsibility of the applicant and not Transport Canberra.

Four and a half weeks and you're on the road

Transport Canberra trainer assessors deliver the **Bus Driver Training** (BDT) course. All trainees are required to complete a full-time, four and a half week training schedule, which includes both classroom and practical components.

Classroom component

The classroom component of training is delivered at our training centre in Greenway, located next to the Tuggeranong Bus Depot. Training is facilitated by our qualified trainers/assessors and follows a competency-based approach to ensure you develop the skills and knowledge required to drive safely and confidently.

During the first two weeks, trainers will cover a range of foundational topics. These include:

- Bus familiarisation
- Work Health and Safety procedures
- Navigation and road maps
- Workplace communication
- Conflict and grievance resolution
- Accident and emergency procedures
- Fatigue management
- Emergency response



Where will I work?

Transport Canberra operates three bus depots: Belconnen, Woden and Tuggeranong. Depot locations are made based on operational requirements; however, during your training you will be asked to nominate your preferred depot location. While we cannot guarantee placement, your preference will be considered wherever possible.

Rostered shiftwork

Transport Canberra operates a 21-hour public transport, 7 days a week service for the community. Bus drivers work rostered shifts allocated Monday to Friday (inclusive). These shifts may include early mornings, split shifts, and late-night shifts, anywhere within our operating hours of 0500am – 0100am.

Part time work

Part time drivers are guaranteed a minimum of 20 hours rostered per week and may be allocated up to a maximum of 30 hours rostered per week. All drivers must be available to work Monday – Friday (inclusive). Depending on operational requirements, additional hours may be offered Monday – Friday on top of the rostered hours, however, these additional hours are not guaranteed.

To ensure adequate coverage of weekend services, all drivers are required to be willing to work a reasonable number of weekend shifts in addition to their rostered weekday shift.

Casual work

Casual drivers work predominantly weekend shifts, depending on their stated availability. While casual drivers may be offered additional shifts during the week (Monday to Friday), weekday work is not guaranteed.

Full time work

Full time driver positions are offered to current part time drivers as vacancies arise and in line with operational requirements.





Recruitment, eligibility, and suitability criteria

Bus driver recruitment

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the *Transport Canberra Operations (ACTION) Enterprise Agreement 2023 – 2026*.

The JSC will assess applications received through this recruitment process.

Suitability for the position is based on a range of assessment tools such as:

- The application
- Numeracy, literacy and map reading assessments
- Psychometric assessment (**feedback cannot be provided on this assessment**)
- Interview
- Criminal history check
- Referee reports (through Checkmate)
- Comprehensive medical assessment (**including drug and alcohol testing**)
- Working With Vulnerable People (WWVP) willingness to obtain prior to offers of training
- Licence upgrade to a MR class licence if the applicant does not currently have one*
- Undertake a driving skills assessment (between 2-6 hours depending on individual skill level).

Additional notes regarding the recruitment and training process:

- These assessments will be considered and reviewed throughout the recruitment process before a final decision is made regarding applicant suitability.
- Successful applicants will be offered a temporary contract to complete the initial Bus Driver Training (BDT) course.
- A temporary contract is provided to applicants to undertake the four and a half week training course.
- Offers of employment following the training course will only be offered to trainees who successfully meet all required standards upon graduation.

**Transport Canberra can upgrade ACT licence holders in-house at no cost, with one of our qualified heavy vehicle driving instructors. NSW licence holders must obtain the MR licence independently and at their own expense prior to an offer of employment.*

Reasonable adjustment information

A recruitment process should allow all people to compete on an equal basis for employment opportunities.

Recruitment processes may need to be modified in certain cases to ensure that discrimination does not occur, for example providing reasonable adjustment for an applicant so they have equal opportunity to be considered for selection, appointment, promotion, or transfer. In line with the ACTPS's commitment to be an equitable employer, all ACTPS Directorates must follow the principles of reasonable adjustment. Transport Canberra will, where appropriate, accommodate requests for reasonable adjustment for those who require it.



Eligibility and other requirements

To work as a Transport Canberra bus operator, applicants must:

- Hold a current “C” Class Drivers Licence and to have held a licence issued by an Australian State or Territory for at least **five-years** (excluding Learner permit and International Licence holders)
- Be able to supply a **five-year** driving history in Australia (at the applicant’s expense)
- Be able to obtain and maintain a Working with Vulnerable People (WWVP) card
- Be able to obtain and maintain a Medium Rigid (MR) licence
- Be able to obtain and maintain a Public Vehicle Driving Authority (PVDA) – for applicants based in NSW or other states, obtaining an upgrade to a MR licence will be at the applicant’s expense
- Be able to obtain a Heavy Rigid (HR) Licence between 6 - 12 months of commencement with Transport Canberra subject to probation.
- Be able to successfully complete all pre-employment checks, including a police check, medical assessment including drug and alcohol testing, language, literacy, numeracy and map reading assessment, psychometric assessment and driving assessment.

Citizenship status

- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- A New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the *Commonwealth Migration Act 1958* is treated as a permanent resident of Australia for the purpose of assessing that person's eligibility to be employed by the ACTPS but does not affect a person's residency status in relation to any other federal, state or territory law.

Former staff

Former ACT Public Sector staff are restricted from re-entry to the service including if they:

- Received a voluntary redundancy and the exclusion period has not yet expired
- Were retired due to forfeiture of office, abandonment of employment, as a result of misconduct or underperformance or annulment of appointment during probation; or
- Were an Executive whose engagement was ended under certain circumstances.

Previous voluntary redundancy

If you received a redundancy benefit from an ACT Public Service Directorate you may not be eligible for employment without prior approval from both the ACT Public Service Commissioner of Public Administration and the respective Director-General, unless your redundancy period has expired, or you exited because of the National Disability Insurance Scheme (NDIS) transition.

Misconduct allegations or investigations

Applicants need to advise on the application form about any current or previous allegations or investigations of misconduct in their current or previous employment. Under Enterprise Agreements, misconduct includes any of the following:

- The employee fails to meet the obligations set out in section 9 of the *Public Sector Management Act 1994*



- The employee engages in conduct that the Head of Service or the Public Sector Standards Commissioner is satisfied may bring, or has brought, the Directorate or the ACT Public Service into disrepute
- A period of unauthorised absence and the employee does not offer a satisfactory reason on return to work
- The employee is found guilty of, or is convicted of a criminal offence or where a court finds that an employee has committed an offence, but a conviction is not recorded, considering the circumstances and seriousness of the offence, the duties of the employee and the interests of the ACT Public Service and the Directorate
- The employee fails to notify the Head of Service of criminal charges; or
- The employee makes a vexatious or knowingly false allegation against another employee.

Serious misconduct means conduct that is so serious that it may be inconsistent with the continuation of the employee's employment with the Territory. Serious misconduct is defined within the Fair Work Regulations.

Reportable conduct

The ACT Reportable Conduct Scheme covers all ACT Government employees both in their professional and private lives. The scheme is an employment-based child protection measure designed to ensure that allegations of abuse and certain criminal convictions are identified, reported, and acted on appropriately.

Under the scheme, certain organisations that provide services for children, as well as all ACT Public Service Directorates, need to notify the ACT Ombudsman of allegations that an employee has engaged in conduct that results in ill-treatment, neglect or psychological harm to a child, misconduct of a sexual nature, or the employee has committed criminal offences involving a child. Employees in the scheme include volunteers and other people engaged to provide services for children.

Police records

Applicants will be asked on the application form about any relevant police records, reportable conduct, or criminal history. Spent convictions do not need to be disclosed, however successful applicants who are new to the ACT Public Service are required to complete a Nationally Coordinated Criminal History Check (NCCHC).

Criminal history

The ACT Public Service has a risk management approach to the employment of people who are ex-detainees, parolees, or others with serious or extensive criminal history. Applications from people who have had such life experiences will not be automatically dismissed. However, the ACT Public Service has a responsibility to ensure that all people it employs can comply with the values and the Code of Conduct to maintain the trust of the ACT Government and the community. Such appointments can only be made if the Head of Service is satisfied on reasonable grounds that the person is suitable for appointments having regard to such matters.

To be an eligible applicant, you must have (subject to the provisions of the Spent Convictions Scheme):

- No convictions for sexual offences against children



- No convictions for sexual offences, subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors
- No convictions for other offences against a person, subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors
- No convictions for offences of dishonesty (theft, burglary, robbery), subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors
- No criminal convictions recorded against you for fraud or theft subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors
- No convictions for drug offences, subject to the elapsed time, seriousness, nature and circumstances of the offence and any other relevant factors
- A criminal history that does not indicate habitual criminal behaviour through multiple/various offences.

Full Australian driver licence and driving records

All Transport Canberra bus drivers must have held a full Australian driver licence for at **least five years**. This demonstrates that applicants have a comprehensive knowledge of Australian road rules and conditions and aligns with the requirements for the driver authority.

To become a Transport Canberra bus driver, applicants must be able to acquire a Condition 'O' on their ACT driver's licence. Further information on this is available through Access Canberra.

NSW licence holders must also hold an NSW Driver Authority from Transport for NSW (TfNSW) prior to commencing training with Transport Canberra.

Applicants who have accrued a certain number of demerit points on their licence or have demonstrated a poor driving history may not be eligible for employment with Transport Canberra. This includes:

- Not accrued more than **four (4)** demerit points off your licence at the time of application.
- No convictions recorded in the last 5 years for driving a motor vehicle with a prescribed range of alcohol.
- Not had your driver's licence suspended or cancelled in the last 5 years because of traffic infringements or other matters (excluding parking and unpaid fines)
- Not have an Australian driver's licence history that indicates habitual poor driving behaviour through repeat/multiple offences.

Weight and height restrictions

Transport Canberra's bus fleet is fitted with driver's seats that have a manufacturer's stated safe working load of between **50kgs to 130kgs**. Applicants whose weight is outside this prescribed weight range may experience incorrect seat operation, premature seat failure and risk personal injury to themselves.

The bus fleet's driver cabins are fitted with auxiliary equipment, emergency exit/release buttons, and roof hatches that require a standing reach of at least **210cm**. Applicants whose standing reach is below this height range may not be able to safely operate this equipment.



Medical conditions

Medical conditions such as poor eyesight; hearing conditions; heart or circulatory issues; insulin dependency; neck, back or shoulder conditions; or sleep apnoea can affect a driver's ability to safely operate a bus. Transport Canberra uses the medical standards identified in the [Assessing Fitness to Drive for commercial and private vehicle drivers 2022 edition](#) guide produced by Austroads and National Transport Commission Australia, when assessing a bus operators fitness to drive.



Frequently Asked Questions

1. Who can be used as a referee if I have owned my own business or have been out of work?

Applicants who are not currently working may use an immediate past supervisor.

Applicants who are self-employed may use two customers to whom they have provided a service in the last 18 months.

2. I only hold a C class licence, am I able to apply?

Yes, should you be successful through the application, assessment, interview and medical stages our qualified trainers can upgrade your licence – for ACT licence holders only.

Holders of a licence from another state or territory will need to obtain their own Licence to be upgraded at their own expense.

3. Does the 5-year Australian driving history include my Learners licence?

No, the 5 years does not include your Learners licence.

4. Does the 5-year Australian driving history include my international Licence?

No, you must have held an Australian Drivers Licence for 5 years.

5. What is involved in the assessments?

If you are successful in progressing to the assessment stage you will be required to complete four (4) online assessments consisting of **language and literacy, numeracy, map reading and a psychometric assessment.**

These assessments are used to ensure that you have the required skills to meet the competency levels needed to complete the bus driver training course.

***Please note** we are unable to provide feedback on the results of the psychometric assessment.*

6. What can I expect in the Interview?

You will be interviewed by a three (3) member selection committee consisting of a Chair, two other members and will represent a combination of industry and recruitment expertise.

You will be asked a series of questions relating to the role of a bus operator and given plenty of time to provide your answer. We understand interviews can make people nervous; some applicants find it helpful to practice with a family member. Before the interview review the position description on what is required as a bus operator, make notes which you can bring along to the interview.

7. What happens after the interview if I'm found suitable?

If you're found suitable through the interview the recruitment team will process the Nationally Coordinated Criminal History Check (NCCHC) and progress your application to pre-employment medical and referees checks.



The pre-employment medical is quite in depth, if you see a specialist for any reason taking reports along can help the doctor. Please note this medical also contains drug and alcohol screening. Applicants who return a non-negative drug result will not automatically be excluded however, the final decision will be at the discretion of Transport Canberra.

8. If I pass the police check, medical and referee stage, how long until I start a course?

The next stage is to complete the pre-drive or licence upgrade. The team will advise of the next steps and provide you with all the information required to proceed.

The training team will be in contact to arrange a time suitable for the driving assessment or licence upgrade, this can often take several weeks due to the volume of applicants.

9. What is involved in the licence upgrade or pre-drive assessment?

Licence upgrade from C - MR – the licence upgrade is performed by qualified Transport Canberra trainers and is only for applicants who hold an ACT drivers' licence. Prior to booking in, you will need to obtain a Road Ready Certificate' Rigid Vehicle Knowledge' which can be obtained through either the Mitchell or Kambah road ready centres at the applicant's expense.

Once you have obtained the certificate, a Trainer will contact you to book in three (3) days of training. The first two days consist of one-on-one training including vehicle familiarisation, load securement, reversing and on road vehicle handling. The third day will be a refresher of the first two days followed by the official test.

For more information and to complete some practice tests, please visit <https://roadreadycentre.com.au/knowledge-tests/heavy-vehicle-knowledge-tests/>

Pre-drive assessment – Transport Canberra understand that applicants come in with heavy vehicle experience, however driving buses can be quite different to driving trucks. This assessment involves one on one training in a Transport Canberra bus to gauge the heavy vehicle experience. This assessment takes between 2-6 hours.

10. I have completed the medical and referee stage, but I still haven't heard from Transport Canberra Recruitment?

This could be one of two things; the medical assessment is with the doctor and being finalised, or you may be required to complete ongoing medical assessments before you can be signed off.

Referee reports sent through Checkmate may not arrive for two reasons:

- The referee's email address may have a spelling mistake
 - Some government email accounts block Checkmate emails
- Referees should check their spam or junk mail folders, as many reports are sent there by mistake.



11. If I get offered a training course and I have holidays planned, will my application not move forward?

Not at all, the recruitment and training team work with all our applicants to find a course date that works for everyone. We understand everyone needs a little break and encourage our applicants to enjoy their holidays before committing themselves to commencing their new career.

However, recruitment pools require closure and therefore the offer of a training course is not open-ended. You will be offered a range of dates and will be required to make yourself available for one of the course dates in the near future.

12. How many positions are available?

As operational requirements can change over time, Transport Canberra undertake continuous recruitment and appoint to positions as they become available.

13. If I receive a letter stating that my application has been unsuccessful, can I reapply?

Yes, depending on the letter. Applicants who are found unsuitable at assessment stage due to the psychometric assessment are required to wait 12 months prior to reapplying.

14. If I receive a letter stating that my application has been closed, can I continue in the process?

No, the recruitment and training team receive over 500 applications with each round of recruitment and have a tight schedule to keep to.

If you do not provide all required documentation when requested, and are not able to be contacted, your application will be closed, and you will need to reapply in the next round of recruitment if you're still interested.

15. When will the Bus Driver Training (BDT) Commence?

The Recruitment & Training team will advise once you are up to the BDT course stage.

16. What happens if I don't hold a Working with Vulnerable People card (WWVP) at time of application?

This is okay, if you are willing to obtain a WWVP card prior to commencing a Bus Driver Training course.

17. Where can I get more information?

The Transport Canberra Recruitment and Training team can be contacted on:

Phone – (02) 6207 7537

Email – CED.TCRecruitment@act.gov.au





Bus Driver Acknowledgement Submission

Please complete the following information and tick the boxes below. This submission is required to be uploaded with your application, in addition to the online declaration.

Note: The reference code is found on the top right corner when you hit apply for the position button.

Title: **Given Name:** **Family Name:** **Reference Code:**

Acknowledgement

Prior to submitting this form, please read and acknowledge each of the following points:

- ☐ I agree to the recruitment processes and assessments as outlined in this application and acknowledge that if I do not meet the general eligibility criteria, am not considered to be a fit and proper person, fail to attend any arranged appointment or am not successful at any stage, my application will not proceed.
- ☐ I consent to Transport Canberra Recruitment processing a Nationally Coordinated Criminal History Check (NCCHC) for the purpose of the recruitment process.
- ☐ I agree that if I am offered employment, I will work out of any Transport Canberra (TC) bus depot subject to daily operational requirements.
- ☐ I acknowledge that if I am offered employment, I will work any shift allocated to me inclusive of early morning, days, evenings, nights and split shifts.
- ☐ I agree to work a reasonable number of weekends and public holiday shifts, as outlined in Schedule 2 of the *Transport Canberra Operations (ACTION) Enterprise Agreement 2023-2026*.
- ☐ I acknowledge that if I successfully complete the Transport Canberra Bus Driver Training (BDT), my employment as a bus driver will be subject to a six-month probationary period during which my performance will be assessed for confirmation of ongoing employment.
- ☐ I acknowledge that as part of the selection process, I will be required to undertake a Transport Canberra bus driver medical examination. I understand the medical is a strenuous and extensive process and requires the applicant (me) to undertake various exercise activities and assessments resulting in a satisfactory outcome to progress in the application process.
- ☐ I acknowledge that if I am successful in my application, in the course of employment with the ACT Government, I may be monitored and my workplace may be under surveillance through: Data Surveillance, Optical Surveillance (cameras and CCTV) and Tracking Surveillance.
- ☐ I acknowledge that I must be able to obtain and hold registration for Working with Vulnerable People (WWVP) to maintain employment with the ACT Government in accordance with the provision of the *Working with Vulnerable People (Background Checking) Act 2011*.
- ☐ I certify that the information provided by me through my application is true and accurate. I acknowledge that the provision of false or misleading information may lead to my application not proceeding, or my employment being terminated.