



## Information for Professional Bus Driver applicants

Thank you for your interest in becoming part of Dublin Bus as a Professional Bus Driver.

This document outlines the recruitment process and other helpful information you will find useful when applying for this vacancy.

### Employee benefits

All permanent Dublin Bus employees can avail of the following benefits.

- Pension scheme
- Paid Maternity Leave
- Medical (GP) Scheme
- Travel facilities
- Public Service Credit Union
- Income Continuance
- Employee Assistance Programme
- Mentoring programme
- Education Support Scheme
- Sports and Social Clubs – gyms in each depot
- Canteen facilities
- Safe Driving Bonus and Attendance Bonus

### Essential Applicant Criteria

Before making an application, an applicants must hold one of the following minimum criteria. These documents must be submitted along with your application form.

#### B Licence Applicants

- A valid driving licence Category B (for a minimum of 2 years) with no endorsements
- A valid D licence Learner Permit
- A valid CPC Bus Case Study sheet (Please note, the CPC bus case study is only valid for a period of 2 years from its date of issue.)

#### D Licence Applicants

- Full category Irish D licence
- Up to date valid driver qualification card, category D (CPC card)
- An up-to-date copy from the online CPC Driver Portal as proof that your CPC is up-to-date, go to [www.rsa.ie](http://www.rsa.ie), click on Professional Drivers, Driver CPC and My CPC

### Obtaining the criteria and document Information

#### CPC Bus Case Studies Test.

Step 1: You will need to complete the Category D Bus and/or Category C Truck Driver Theory Test.

Step 2: CPC Case Study test. This test consists of 3 case studies relating to the vehicle category in which you wish to obtain a driver CPC.



This Test can be completed at any National Driver Licence Service (NDLS) centre or online. The NDLS is running on a trial basis the opportunity to complete the CPC Bus Case Studies and D Licence Driver Theory Test online at home.

Further Information is available on the NDLS Website. <https://theorytest.ie/>

### NDLS Drivers Statement

All applicants are required to submit an NDLS driver’s statement (letter of entitlement) which shows any endorsements or penalty points on your licence.

Endorsements and/or penalty points will not automatically disqualify you from the recruitment process. For further information phone 0818 700 800 or email [info@ndls.ie](mailto:info@ndls.ie).

This document will be requested at the invite to driving assessment and interview stage of the recruitment process. Will we contact you when this document is required as you move through the recruitment process.

### My CPC Driver Portal

If you currently hold a full D licence and CPC card, you will be required to show that you have completed the relevant CPC Modules each year.

To do this, you will need to login to your My CPC Driver Portal and take a screenshot of your training records. An example of which is below.

My CPC Portal Link <https://cpc.rsa.ie/live/CPCDriverportal>

**CPC Driver Portal**

Hi John  
You are due to undertake another module within 352 days.

01/01/10 - 31/12/15

Module No.	Module Name	Training Centre	Trainer	Status	Date Completed
1	Control of Vehicle and Eco Driving Techniques	Ballina	Liam Neeson	Completed	5/1/10
1	Minimising risks and Managing Emergencies in the Transport Industries	Ballina	Tom Cruise	Completed	6/3/11
2	Health and Safety of the Professional Driver	Westport	Eile McPherson	Completed but Non-Compliant	12/15/12
4	Role of the Professional Driver in the Transport Industries			Not Completed	N/A
5	The Professional Truck Driver			Not Completed	N/A
6	The Professional Bus Driver			Not Completed	N/A



### Converting a foreign licence to an Irish Licence

All applicants who currently hold a foreign licence must exchange their licence to a full Irish licence before an offer of employment is made.

This is a lengthy process and can take up to 12 weeks to complete and may delay the recruitment process. Please visit the National Driver Licence service for further Information.

Website: [WWW.NDLS.ie](http://WWW.NDLS.ie)

### Covid- 19 Information

Our recruitment process has changed in order to follow the public health advice. We will endeavour to keep all our employees and applicants safe and protected as we are an essential front-line public service.

#### Driving Assessment & Interview

If invited to this stage, you will be required to sanitise your hands upon entry to the training school and wear a face covering while in the training school and in the instructor's vehicle.

You and the interview panel members will be more than 2 metres apart to comply with all social distancing measures.

If you do have any symptoms of Covid-19 or you have been advised to self-isolate, you must not attend your appointment under any circumstances. Please contact us as soon as possible and we will reschedule your appointment at a suitable time in the future.

### Contact Information

All queries relating to Bus Driver Recruitment should be directed to this email address below. Please put your full name in the email subject line and will be get back to you as soon as possible.

Email: [busdriverrecruitment@dublinbus.ie](mailto:busdriverrecruitment@dublinbus.ie)



## Recruitment Process Summary

<p>1</p>	<p>Application Stage</p>	<p>All applications are submitted via our E-Recruitment system.</p> <p>The application form must be completed in full along with all the required documents, attach scans or pictures of these documents below (depending on which licence you hold).</p> <p>The online application form must be completed in full with the accompanying documents required. Incomplete applications will <b>not</b> be processed.</p> <p><b>B Licence Applicants</b></p> <ul style="list-style-type: none"> <li>• A valid driving licence Category B (for a minimum of 2 years) with no endorsements.</li> <li>• A valid D licence Learner Permit.</li> <li>• A valid CPC Bus Case Study sheet (Please note, the CPC bus case study is only valid for a period of 2 years from its date of issue.)</li> </ul> <p><b>D Licence Applicants</b></p> <ul style="list-style-type: none"> <li>• Full category Irish D licence</li> <li>• Up to date valid driver qualification card, category D (CPC card)</li> <li>• An up-to-date copy from the online CPC Driver Portal as proof that your CPC is up-to-date, go to <a href="http://www.rsa.ie">www.rsa.ie</a>, click on Professional Drivers, Driver CPC and My CPC.</li> </ul>
<p>2</p>	<p>Online Assessment</p>	<p>If shortlisted, you will be invited via email to complete an online assessment. It can be completed on a computer, iPad, or on a smartphone.</p> <p>You are given 2 hours to complete this test. It must be completed in one sitting.</p> <p>The assessment is made up of 2 parts</p> <ul style="list-style-type: none"> <li>• Fare calculation and written report.</li> <li>• Situational Judgement Test</li> </ul> <p>If you are successful in this stage, you will be invited to attend Stage 3.</p>



<p><b>3</b></p>	<p>Driving skills assessment and competency based interview</p>	<p>The driving skills assessment will last approximately 1 hour. These are held in our training school.</p> <p>You will be in a different vehicle depending on your licence category.</p> <ul style="list-style-type: none"> <li>• D Licence – Double Decker Bus</li> <li>• B Licence – Automatic Car</li> </ul> <p>If you are successful in this assessment, you will attend a Competency based interview on the same day.</p> <p>A role profile will be sent with your invitation to attend, please review and prepare for your interview using this document.</p> <p>Please allow yourself 2.5 hours in total for this appointment.</p>
<p><b>4</b></p>	<p>Pre-Employment medical</p>	<p>All pre-employment medicals are held in the CIÉ medical department on 98 Marlborough Street, Dublin 1</p> <p>You must bring the following with you on the day of your appointment.</p> <p>Please allow up to 2 hours for this appointment</p> <ul style="list-style-type: none"> <li>• Photo ID (Driving licence or Passport)</li> <li>• Glasses (if you wear glasses for reading or driving)</li> </ul> <p>The Human Resources Department will contact you in the coming weeks after your appointment.</p>
<p><b>5</b></p>	<p>Reference Check</p>	<p>We will check references you have supplied.</p>
<p><b>6</b></p>	<p>Application review</p>	<p>We will review your application to ensure you are a suitable candidate for Employment as a Professional Bus Driver.</p>
<p><b>7</b></p>	<p>Offer of Employment</p>	<p>If you are successful in all stages of the recruitment process, you will commence training in our Training School.</p> <p>New drivers cannot take any annual leave for the first 6 months of their employment. This is to ensure that the training programme is completed in full.</p>