



## 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

### Minimum 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.

#### Car Licence Applicants

- A valid driving licence Category B (for a minimum of 2 years) with no endorsements

OR

#### Bus 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

### Documentation required for the process

#### 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 the email address below. Please put ‘Bus driver’ and 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><b>1</b></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> </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>
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2	Online Assessment	<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>
3	Driving skills assessment and competency based interview	<p>In stage 3 you will undertake a driving skills assessment and competency-based Interview on the same day. Please allow yourself 2.5 hours for this stage.</p> <p>Your driving skills assessment you will be assessed in a different vehicle depending on your licence category:</p> <ul style="list-style-type: none"> <li>• Full D Licence – Automatic Double Decker Bus</li> <li>• B Licence – Automatic Car</li> </ul> <p>If you are successful in the driving assessment, you will then attend a Competency based interview.</p> <p>A role profile will be sent with your invitation to attend, please review, and prepare for your interview using this document.</p>
4	Pre-Employment medical	<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> <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>Please allow up to 2 hours for this appointment</p> <p>The Human Resources Department will contact you in the coming weeks after your appointment.</p>
5	Reference Check	<p>We will check references you have supplied.</p>



6	Application review	We will review your application to ensure you are a suitable candidate for Employment as a Professional Bus Driver.
7	Offer of Employment	<p>If you are successful in all stages of the recruitment process, Dublin Bus will offer you a 'guarantee of an offer of employment letter'.</p> <p>Applicants will then be required to obtain the below criteria before receiving a start date;</p> <ul style="list-style-type: none"> <li>• D licence Irish Learner Permit</li> <li>• CPC Bus Case Study</li> </ul> <p>Dublin Bus will help you through this process.</p> <p>When you have obtained the necessary criteria an offer of employment is made, a start date will then be agreed to commence training in our Training Centre.</p> <p>New starters commence employment and the Company will provide a comprehensive training programme. B licence new starters will be required to pass the Department of Environment D licence driving test during the training programme.</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>

**Obtaining the criteria**

**D (Bus) Licence Learner Permit and CPC Bus Case Study**

**Step 1:** You will need to complete the Category D Bus Driver Theory Test. This can be done through [theorytest.ie](http://theorytest.ie).

**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 can be done through [theorytest.ie](http://theorytest.ie) (Please note, the CPC bus case study is only valid for a period of 2 years from its date of issue).

Both theory test can be completed at the same time and these tests can be completed at any National Driver Licence Service (NDLS) centre.

**Step 3:** Attend your local NDLS centre and apply for your physical D licence learner permit by submitting your pass sheet following completion of the D licence theory test. An appointment will have to be booked in advance using this link; [Apply for my Cat D learner](#)

As soon as you have obtained the necessary criteria contact the Human Resources Department forward a copy of the above documentation to [busdriverrecruitment@dublinbus.ie](mailto:busdriverrecruitment@dublinbus.ie). A Human Resources representative will be in touch with you shortly in relation to a start date.