



## Information for Part Time Bus Driver applicants

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

This document outlines the benefits of working with Dublin Bus, our criteria for the position, the recruitment process and some key information in relation to the position.

### 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

### Minimum Criteria

Before making an application, an applicant must hold the below minimum criteria. These documents must be submitted along with your application form.

#### 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. You can contact the NDLS to request a driver statement by 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

You will be required to show that you have completed the relevant CPC Modules each year and that your modules are up to date.

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

## 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 and shortlisting</p>	<p>All applications are submitted via our e-recruitment system.</p> <p>The application form must be completed in full and submitted with the required documents. Attach scans or pictures of these documents below when submitting your application.</p> <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>Incomplete applications will <b>not</b> be processed.</p> <p>Your application will be reviewed, and shortlisting will apply.</p>
<p><b>2</b></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, tablet, or smartphone.</p> <p>You are given two 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>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 will take place in an automatic double decker bus.</p> <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>



<p><b>4</b></p>	<p>Pre-employment medical</p>	<p>All pre-employment medicals are held in the CIE Occupational Health Unit, Connolly Station, Harbourmaster Place, Dublin 1, D01 V6V6.</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> <li>• A number of required documents that will be highlighted to you in your invitation for this stage</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>
<p><b>6</b></p>	<p>Reference Check</p>	<p>We will check references you have supplied. Please ensure your reference is aware you have given their contact information on your application.</p>
<p><b>7</b></p>	<p>Application review</p>	<p>We will review your application to ensure you have met the required standard for the position and that you are a suitable candidate for employment as a Professional Part Time Bus Driver with Dublin Bus.</p>
<p><b>8</b></p>	<p>Offer of Employment</p>	<p>When your application has been reviewed and you successfully complete the recruitment process an offer of employment is made and a start date will then be agreed to commence training in our Training Centre.</p> <p>New drivers cannot take any annual leave for the first 4 months of their employment. This is to ensure that the training programme is completed in full.</p> <p>A comprehensive training programme will be provided to new starters. This training programme is full time, 5days a week. D licence candidates will undertake an initial 4 week training programme.</p> <p>During training you will work different training patterns. Rotating between 7:00am to 3:00pm, 8:00am to 4:00pm and 3:00pm to 11:00pm. Your weekly training pattern will be outlined to you on the day you start in the Training Centre.</p>



## What to expect from the role

**Garage allocation:** You will be assigned a garage based on our operational requirement, where Dublin Bus require drivers in that particular week.

**Shifts:** Part time Bus Drivers will work a minimum of two days each week (16 hours). They are rostered to work every Sunday and one additional day during the week based on operational requirement.

See below the different types of shifts a part time driver will be required to work;

### Shift types (approximate windows of work);

- Early: 4:00am – 4:00pm (early week)
- Bogey: Covers both morning and evening travel peaks with a long break, can be up to 3 or 4 hours (early / late week)
- Relief: 10:00am – 10:00pm (early / late week)
- Late: 2:00pm – 2:00am (late week)
- Night: 7:00pm – 7:00am (late week)

You will not work the full duration of the above window but will work a shift within that window. Dublin Bus Operates on a 48 hours notice of duty which means you will find out your exact shift start and finish time 48 hours in advance of working.

### Annual Leave

For annual leave requests you are asked to request this through your local depot manager.

### Mentor programme and route training

You will be partnered with a mentor in your depot location who will help you settle in. Your mentor will and act as a point of contact for any questions or queries. They will begin by assisting you in your route training and in week one they will train you in on three nursery routes. Gradually over time adequate training will be provided to assist you in learning all other routes in your depot location.