



Information for Full Time Professional Bus Driver applicants

Thank you for your interest in becoming part of Dublin Bus as a Full 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
- Annual Safe Driving Bonus and Attendance Bonus (up to €500)

Minimum Criteria

Before making an application, an applicant 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, 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.



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

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



Recruitment Process Summary

<p>1</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 licence applicants</p> <ul style="list-style-type: none"> • A valid driving licence category B (for a minimum of 2 years) with no endorsements. <p>D licence applicants</p> <ul style="list-style-type: none"> • 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, click on 'Professional Drivers', 'Driver CPC' and 'My CPC' <p>Incomplete applications will not be processed.</p> <p>Your application will be reviewed, and shortlisting will apply.</p>
<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, 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"> • Fare calculation and written report. • Situational Judgement Test <p>If you are successful in this stage, you will be invited to attend Stage 3.</p>
<p>3</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 you will be assessed in a different vehicle depending on your licence category:</p> <ul style="list-style-type: none"> • B Licence – Automatic Car



		<ul style="list-style-type: none"> • Full D Licence – Automatic Double Decker Bus <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 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"> • Photo ID (Driving licence or Passport) • Glasses (if you wear glasses for reading or driving) • A number of required document that will be highlighted to you in your invitation for this stage <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	Theory tests	<p>Dublin Bus will assist you in booking your theory test requirements through Prometric (on behalf of the Road Safety Authority)</p> <p>Applicants will be required to prepare and pass two theory tests;</p> <ul style="list-style-type: none"> • D licence theory test • CPC Bus Case Study <p>Providing the applicant has successfully passed their D licence theory test they are then required to apply for and obtain their D licence learner permit</p>
6	Reference Check	<p>We will check references you have supplied. Please ensure your reference is aware you have given their contact information on your application</p>
7	Application review	<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 Bus Driver with Dublin Bus.</p>



8	Offer of Employment	<p>When you have obtained the necessary criteria 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. B licence new starters will undertake an initial 6 week training programme. B licence new starters will be required to pass the Department of Environment D licence driving test during the training programme. 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, 08:00 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>
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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.

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 (Please note, the CPC bus case study is only valid for a period of 2 years from its date of issue).

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.

A Human Resources representative will be in touch with you in relation to your application.



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: New drivers will operate scheduled services covering a 5-day week with rotating shifts (including night service if required) working a 39 hour week.

All new drivers operate a 5 over 7 rota (working 5 days out of 7 per week).

See below a sample of a drivers roster;

5-Week Rota							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Rest	Rest	Late	Late	Late	Late	Late
2	Rest	Early	Early	Early	Rest	Early	Early
3	Late	Late	Rest	Late	Late	Late	Rest
4	Rest	Early	Early	Early	Early	Rest	Early
5	Early	Late	Late	Rest	Early	Early	Rest

On a 5-week rota drivers are required to work 2 Sundays and 3 Saturdays in the 5 week period. Drivers will have two weekends resting in a five week period and one of those weekends is a 3 day weekend (Sat, Sun, Mon).

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

Dublin Bus allocates annual leave using a holiday skip rotation system. You are allocated two weeks during the summer window commencing April and ending in September and one week in the winter window beginning of October to the end of March. For additional annual leave requests, you are asked to request this through their 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.