Bus Driver Opportunities

Working for Translink

Translink

Better.
Connected

Your first choice for travel, today, for tomorrow.

Translink Vision

Translink

BUS DRIVING OPPORTUNITIES | WORKING FOR TRANSLINK

Welcome to Translink

Foreword

Thank you for your interest in becoming a Bus Driver with Translink. This is an exciting time to join a dynamic and growing company with significant opportunity to fast track your career within one of Northern Ireland's largest organisations.

There are a number of key projects currently progressing to help improve the Public Transport network in Northern Ireland and make our services more attractive.

These transformational projects include:

- New Ticketing Equipment – Contactless Ticketing across all bus and rail services
- Belfast Grand Central Station – Multi-million-pound project which will transform public transport, delivering a modern, high quality, integrated transport hub for bus and train services across Northern Ireland and beyond
- Zero Emission Fleet – to meet our Climate Action Pledge to reach net zero carbon by 2040
- Real Time Passenger Information being rolled out in Ulsterbus – Urby and Goldline Services will have RTPI by Autumn 2022 and rolled out to the rest of UB when the new ticketing equipment is rolled out
- New Bus Operations Control – Increasing the Bus Operations control to incorporate a control function for Ulsterbus and better monitor service performance for our passengers

These projects represent a huge capital funding in our network and shows the support that Translink have to meet the future needs of the traveling public in NI.

We recognise that we are a people business and our frontline colleagues are key to delivering the services and ensuring our passengers have a safe journey which meets their expectations. A positive overall customer experience can only be delivered if our Bus Drivers display the right customer behaviours and treat our passengers how you would expect yourself or your family members to be treated when using our services, helping to grow passenger journeys and make Translink the first choice for travel today, for tomorrow.

May I take this opportunity to wish you all the best with your application.

David Curry
General Manager, Bus Service Operations

Background

History of Translink

The Northern Ireland Transport Holding Company (NITHC) is a public corporation established under the Transport Act (NI) 1967 to oversee the provision of public transport in Northern Ireland.

In 1973 Citybus (now Metro) was incorporated to take over the bus services of the Belfast Corporation Transport Department. Translink is a brand name which incorporates Citybus (branded Metro), NI Railways, and Ulsterbus, which operate scheduled bus and rail services and effectively communicates the co-ordinated nature of these services in Northern Ireland, including cross-border and cross-channel links.

The Board of the Northern Ireland Transport Holding Company is responsible to the Department for Infrastructure for the operation of its subsidiary companies, Metro, NI Railways and Ulsterbus, which deliver public transport services.

The Board is responsible for the strategic direction of the Group in accordance with the strategy set by the Department for Infrastructure. It is responsible for good corporate governance throughout the Group.

Translink provides award-winning bus, coach and rail services and is recognised as an Industry leader who has continued to deliver strong performance despite challenging economic times. At present, we have over 4500 employees and have a number of exciting projects underway that will positively contribute to the NI economy and ensure we meet our Climate Action Pledge to reach net zero carbon by 2040.

Our Vision and Our Values

Our people make the difference and the success of Translink relies on their skills, knowledge and behaviours. All this contributes towards providing the best possible service for our customers.

The Translink Spirit is a positive expression of the way that we do things - the teamwork, the fresh ideas, the sense of responsibility, the quality, the commitment to safety, the integrity - everything that makes us a fundamental part of the Northern Ireland economy and everything that makes Translink a great place to work.

Our Translink Spirit is vital to our business and is central to who we are. We take pride in the amazing Spirit that employees show, both in their job roles and the work that people do above and beyond that, all supporting our vision of ensuring that Translink is **'Your first choice for Travel**'.

The wellbeing of our employees has always been important and over the years our wellbeing activities have grown and developed. We have a wide range of initiatives and support available to employees across all areas of the business including local Mental Health First Aiders and Wellbeing Champions. We also continue to innovate how we communicate and engage with staff, developing our employee Spirit app and online Learning Platform. As we move forward, our people and the Translink Spirit will continue to be vital to our success.

S	P	I	R	I	T
Safety	**People**	**Innovation**	**Responsibility**	**Integrity**	**Teamwork**
We put safety first by taking care of the people around us.	Our people make the difference in the service customers receive. We respect one another and have a culture based on Equality, Diversity and Inclusion.	We seek out new ideas and creative solutions to business challenges and are agile and responsive to the changing needs of our stakeholders.	We are responsible for our actions. We are good neighbours and corporate citizens in the communities where we operate.	Our actions are fair, ethical and trustworthy, underpinned by an inclusive culture.	We work together to deliver the best results. We encourage collaboration to build and nurture valuable partnerships.

About the job

Bus Driver Profile

As a Bus Driver you will deliver a professional transport service to the general public to standards required by the Bus Companies as defined in the Passengers Charter, ensuring excellent customer service is delivered at all times so they enjoy a safe, pleasant and comfortable journey.

We operate 7 days per week including public holidays therefore you can expect to work a variety of shifts covering local and express duties. In some locations you may also have an opportunity to participate in driving for events and concerts.

With full paid training to attain your PCV licence, there is so much to enjoy being a Bus Driver for Translink.

If you:

- Possess a car driving licence with a minimum of two years driving experience after obtaining full licence
- Are aged 21 or over (in order to be able to hold a PCV licence)
- Are available to work shifts and weekends in full time roles
- Have no driving related convictions within the last 5 years
- And have no more than 6 penalty points on your driving licence
- Are passionate about delivering an excellent customer experience

We would love to hear from you!

BUS DRIVING OPPORTUNITIES | WORKING FOR TRANSLINK

How to apply and the recruitment process

Register your interest via www.translinkcareers.com

You can choose to apply for either Metro and Glider Services (Belfast Area) or Ulsterbus province wide.

You should also keep an eye on your email inbox including spam/junk for notification of your interview.

After your interview, you will be sent an email informing you of the outcome. If you are not successful this time, you can apply again. If you are successful you will be allocated a position in the depot you have applied for, or put on the reserve list if a position is not immediately available.

Once we have an open vacancy you will be contacted by our recruitment team to give you the good news! They will explain what happens next. This includes:

- Making your online application to Access NI for an Enhanced Disclosure Certificate (required as you will be working in Regulated Activity with Children – see next section)
- Attend a pre-employment medical

About the job

Child protection checks

Bus Driver is a Regulated Activity as defined by the Safeguarding Vulnerable Groups (NI) Order 2007 therefore you must complete an online application form to Access NI for an Enhanced Disclosure Certificate. This Certificate will inform us if you have any spent and unspent convictions on your record, any cases that may be pending, and any information that shows you are unsuitable to work with children. It is a criminal offence to apply to work with vulnerable groups if you are barred therefore this check is a requirement for any Bus Driver applicant and if you do not consent to it, we will not be able to consider your application.

You should ensure you include any spent and unspent convictions in the Rehabilitation of Offenders form you will be asked to complete if you are recommended for employment. Having a spent or unspent conviction will not automatically mean your application will not proceed and we may wish to speak with you to obtain more information.

Translink adhere to the AccessNI code of practice , a copy can be made available upon request or found at https://www.nidirect.gov.uk/publications/accessni-code-practice.

You can obtain more information about how AccessNI process and store your personal data at https://www.justice-ni.gov.uk/publications/ani-privacy.

The Translink Candidate Privacy Notice is available at http://www.translink.co.uk/Documents/Corporate/publications/policies/CandidatePrivacyNotice.pdf

Pre-employment medical

You will be invited to attend a pre-employment PCV medical in Belfast.

Driving Licence

You must provide a copy of your original UK driving licence, both plastic and paper parts.

If you are from outside the UK you must be able to provide sufficient documentation to prove you have been resident in the UK for at least 6 months prior to applying for a UK driving licence. You will need to hold a UK driving licence before you can be progressed to the next stage of recruitment. This is required in order for you to apply for a PCV driving licence to drive a Bus.

We will send your medical form and driving licence to DVA to obtain your provisional PCV Driving Licence. For this application you will also need complete an Enhanced Disclosure Certificate. If you wish to find out further information on Enhanced Disclosure Certificates, please go to www.accessni.gov.uk. Please note that Disclosure Certificates are only valid for 3 months from the date of issue.

Before Starting

Once you receive your Driving Licence back from DVA, let us know and we can provide a start date for training in line with your current notice period.

We will contact your referees prior to confirming your training date.

We will send you a Trainee Bus Driver contract which will outline your terms and conditions during your paid training, along with a link to our online induction portal for you to complete onboarding documentation.

You should discuss any holidays you have planned with the recruitment team as holidays may not be granted during training.

About the job

The Training Programme to obtain your PCV Licence

You will attend an Induction in Belfast on your first day where you will receive important information about Translink. A staff pass will be issued to you during your first week.

If you don't already have a full PCV licence, we will provide you with structured training to get you one. Our training starts in the classroom which includes preparation for the PCV theory test, as well as training on lifestyle factors, mental health, conflict management and human factors. Following this you'll be trained out on the road on one of Translink's training buses, where you will gain vast experience of different environments, road types, traffic conditions as well as being trained up on various vehicle types from single deck to double deck, and in Belfast you may receive additional training on Glider. Our expert Training Team have many years of bus driving and customer service experience so you are in good hands.

We also provide specialised Customer Service training to prepare you for the road ahead as well as making you an expert on our Ticketing Machines. Customer care training is an integral part of a Bus Driver's training. Translink Drivers must be well presented, pleasant and courteous to the public at all times. If you do not have a PCV (Bus) Licence or Driver Qualification Card (CPC) you will be required to attain these under the instruction of our experienced Trainers before you can be successfully released from the Training Academy into your assigned depot.

The driving test is made up of 5 modules:

Module 1a	Multiple Choice (100 questions)
Module 1b	Hazard Perception test
Module 2	CPC case studies
Module 3	Driving Test
Module 4	Practical demonstration test

Training takes about 8 weeks to complete, or 5 if you already have a full PCV licence (subject to test availability at the local theory and practical testing centres), and once fully trained and road ready you will head to your depot where you will be paired up with a dedicated and experienced Mentor Driver who will show you the routes you will be driving.

You will continually be trained on our newest Vehicles and technology and will attend at least one day CPC training every year.

Acceptance for training does not bind the Company to continue or complete training and it may be discontinued if it is deemed that you have insufficient aptitude or it is unlikely that you will reach the standards required within a reasonable time. However, the pass rate is very high so there is every expectation that you will pass out within the normal timeframe. If you successfully complete the Training School, you will commence in your allocated Depot the following day.

You will be required to be smartly presented during your training, and wear your full uniform once you commence in the Depot.

Into Depot

Once into depot you will be assigned a Driver Mentor who will help you with route knowledge and support you during your Induction. From here on, you will be driving all types of Buses.

In the Belfast Area drivers can operate from any of the 4 Metro depots, on shift patterns which include early, middle and late shifts along with some spread/split shifts. During the early stages of your career, you will act as a Spare Driver covering leave or an absence before moving in to your own set of duties when available.

In Ulsterbus, you will also start as a Spare Driver and will normally rotate through the duties in the main depot, or be allocated duties in the sub depots. You will normally commence as a Big Bus driver and where a role is not available, you will be assigned to another driving grade such as minibus duties.

About the job

Full Time Driver Information

Duty Hours:

Minimum working week is 36 hours up to a max of 43 hours.

New drivers are provided with shifts one week in advance.

Variety of shift patterns, depending on depot including:

- Early, mid and late shifts (shift time vary dependant on depot)
- Split shifts (typically 7am to 10:15am and 1:45pm to 6pm)
- Night services (dependant on depot)

Part Time Term Time Driver Information

Duty Hours:

Minimum guaranteed 18 hours per week
Opportunity to work up to 25 hours per week
Split-shift pattern, typically:

7:00am - 9:30am
2:30pm - 5:30pm

Duties align with school term times

No requirement to work outside of the school term calendar

BUS DRIVING OPPORTUNITIES | WORKING FOR TRANSLINK

Working in another job

You are not permitted to carry out any driving duties except with the written permission of your Manager. If other driving duties are permitted they must not contravene either Driving Hours Regulations or Working Time Directive Rules. Taxi work or driving for other employers in competition with Translink is not permitted in any circumstances. **If you wish to undertake any other work outside of Translink other than driving, you must obtain permission from your Manager.**

Probationary period

You will complete a probation period of 6 months once you commence in your depot. During this time your driving skills, customer care, administrative functions, attendance and timekeeping will be monitored and if these are satisfactory, your employment will be confirmed.

About the job

Bus Drivers are located throughout Northern Ireland

You must be prepared to work in any of the sub depots of the main depot you are assigned to. Applicants for Belfast Area positions will be allocated to one of the depots listed below therefore you should ensure you are prepared to work in any of the locations. Glider Drivers are based at Milewater Service Centre.

Belfast Area	Northern Area	Southern Area
Milewater Service Centre (Metro Bus Driver and Glider Driver)	**Londonderry** * Claudy, Dungiven, Strabane	**Newry** *Crossmaglen, Forkhill, Rathfriland, Newtownhamilton, Warrenpoint
Short Strand	**Coleraine** * Ballycastle, Ballymoney, Kilrea, Limavady	**Downpatrick** * Ardglass
Falls	**Larne** * Ballyclare	**Newcastle** * Ballynahinch, Kilkeel, Cranfield
Newtownabbey (Metro & Ulsterbus)	**Antrim** * Crumlin	**Bangor**
Carrickfergus (Ulsterbus)	**Ballymena** * Cushendall, Portglenone	**Newtownards** * Portaferry
	Omagh * Castlederg, Dromore, Sixmilecross	**Belfast Grand Central Station** * Ballygowan
	Enniskillen * Belcoo, Castlecaldwell, Fivemiletown, Lisnaskea, Teemore	**Lisburn** * Dromore, Dromara
	Dungannon * Augher	**Craigavon** * Banbridge
	Magherafelt * Cookstown, Draperstown	**Armagh** * Keady, Middletown, Tievenamara

Pay Rates

These rates are effective from 1st April 2025.

New starts into the Training School commence on £491.53 per week * based on a 37-hour week.

If you successfully pass out of the Training School, the following rates of pay will be applicable when you commence in the depot:

Big Bus Driving (201)

Type	No. Weekly Hours	Entry Rate	After 2 years
Training Rate	**37**	**£491.53**	**N/A**
Full Time	36	£600.67	£612.93
Part Time Term Time (work 39 weeks paid over 52 weeks)	18	£260.36	£265.56

Minibus Driving (210)

Type	No. Weekly Hours	Entry Rate	After 2 years
Training Rate	**37**	**£491.53**	**N/A**
Full Time	36	£529.43	£540.23
Part Time Term Time (work 39 weeks paid over 52 weeks)	18	£229.19	£234.06

* New starts in Big Bus Driving

Average hours payable can result in greater average weekly earnings than outlined above, and this can vary from depot to depot.

About the job

Benefits when working for Translink

- Receive practical on-the-job training by our qualified Driving Instructors at our Transport Training Academy in Belfast, and be paid whilst gaining your PCV licence
- Gain Driver Certificate of Professional Competence (CPC) upon completion of training
- Attractive pay rates
- Access to a Driver Mentor for new drivers
- 36 hour working week (full time) with average duty hours of 42
- Excellent opportunities for career progression and personal development
- Job security working for one of NI's largest employers
- Membership of an excellent NILGOSC Pension Scheme and death in service benefits
- Free travel for you on Bus and Rail services in NI
- Free travel for your spouse/partner and children (subject to eligibility)
- Minimum of 34 days annual leave including statutory holidays
- Company Sick pay scheme
- Wellbeing support, including free and confidential Employee Assistance Programme
- Corporate discounts from retailers and cinemas e.g. Boots, Argos, Tesco, Asda, Currys
- Cycle to Work Scheme
- Access to Health Care Savings Schemes

Equality, Diversity & Inclusion

Translink are leading the way with an established Equality, Diversity & Inclusion strategy. We are committed to having a diverse workforce that reflects the Northern Ireland population.

We encourage applications from everyone and run specific events to encourage underrepresented groups to consider Bus Driving as a career. This includes Have A Go events for females who can test out their skills driving a bus as well as meet other females working in transport.

All employees are welcome to join our 3 networks, each help us understand the needs of employees and build an inclusive culture. They are:

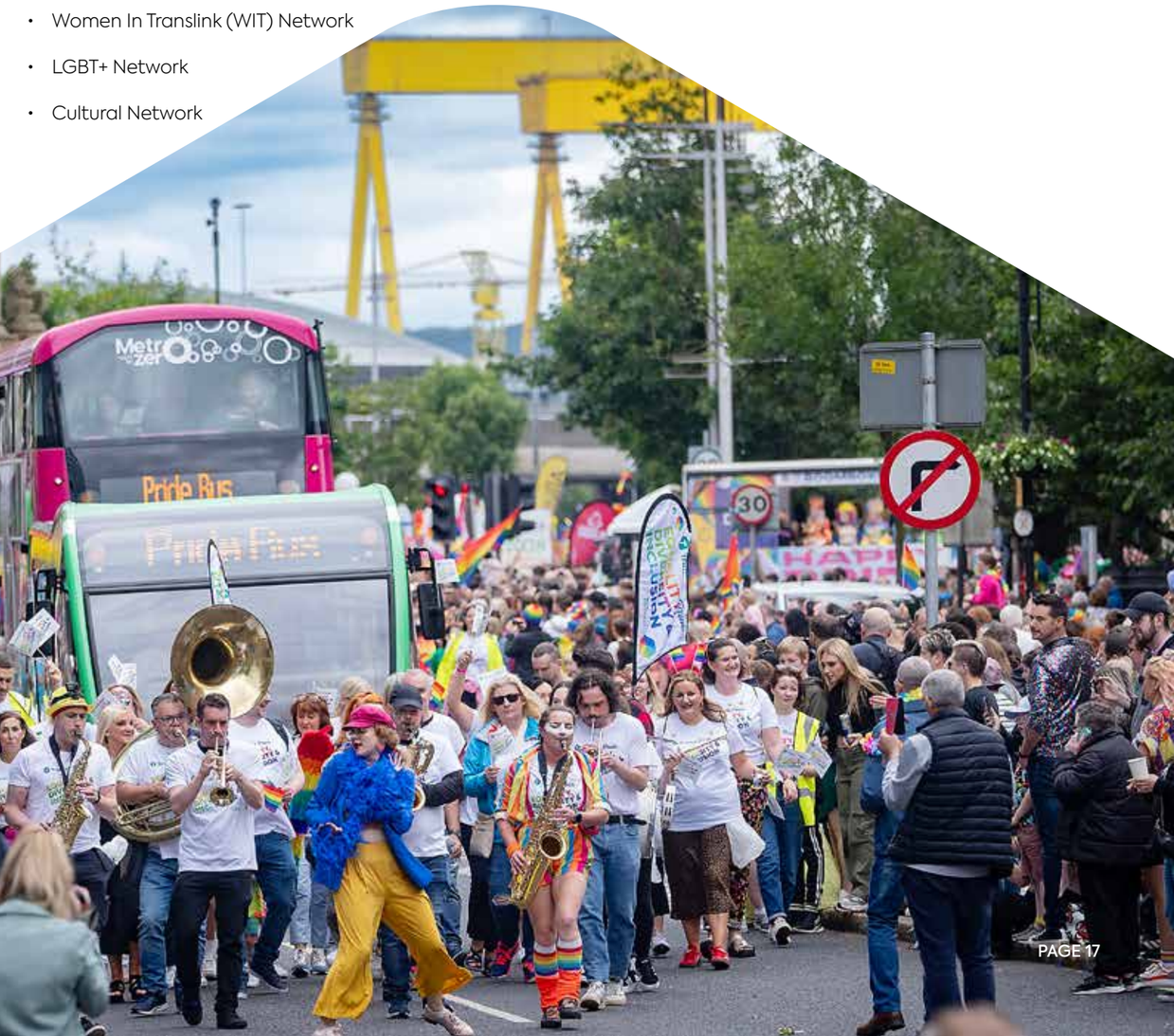
- Women In Translink (WIT) Network
- LGBT+ Network
- Cultural Network

We love to celebrate key events such as Pride, International Women's Day, International Women in Engineering Day and Global Diversity Month

To demonstrate our commitment to making progress we are proud members of Stonewall's Diversity Champions Programme and Silver Charter Mark members with Diversity Mark.

Silver Diversity Mark

INVESTORS IN PEOPLE®



My Story

Michael Hutchinson, Belfast Grand Central Station Bus Driver

Before joining Translink, my previous role was a van driver on low pay. I have now been a Bus Driver in Belfast for 7 years and wish I had taken the opportunity to apply for this role sooner. The main thing I love about the role is the daily engagement with both other staff and passengers which was a nice change from spending the day alone. There is a range of different shifts and routes that provides variety to this role that makes every day different. I have regular and new passengers on my bus that I look forward to greeting and encouraging them to continue to use the service.

There is great support for new drivers. After completing your Driving Test through our Translink Training Academy, you will go to your allocated depot but the support does not stop there. You will be provided with an additional 2 week's mentor training which will enable you to learn the particular routes for the depot and allow you to meet the team, this will help with easing you into your new role. You will meet with your Manager for an Induction and will be given the opportunity to provide any areas in which you would like some additional support. Regular check ins take place with Management, Inspectors and colleagues to ensure you are provided with everything you need to be confident as a Bus Driver.

In addition, there are lots of benefits that come with the job which I had not experienced before. In Belfast Grand Central Station there is overtime which gives me the opportunity to earn more. I am grateful for the pension scheme that Translink offer which has allowed me to feel secure and look forward to retirement.

I would encourage anyone who is thinking about applying to go for it as I have never looked back.

Go for it... I have never looked back.

Michael Hutchinson

How to apply

Register your interest:

www.translinkcareers.com

THAT'S THE TRANSLINK *Spirit*
YOUR FIRST CHOICE FOR TRAVEL

Translink

Better.
Connected