Template 1 - Letter of Appointment – Casual School Bus Driver

<<Date>>

<<Employee Name>>

<<Address>>

Dear <<insert employee name>>,

I am pleased to confirm the basis on which <*insert* *company/partnership/sole trader name*> offers employment to you.

**1. Position**

You will be employed as a casual school bus driver. In that capacity you will be required to drive a bus and to perform other duties related to that activity.

Your employment will be on a casual basis, with nofirm advanced commitment to continuing and indefinite work according to an agreed pattern of work. In view of this and in lieu of entitlement to annual leave and other permanent employee entitlements, you will be paid a casual loading on top of your base rate.

You will be required to perform your duties at <*insert depot location*>, or elsewhere as reasonably directed by the employer.

**2. Terms and conditions of employment**

The terms and conditions of your employment will be those set out in [strike out whichever is inappropriate]

* The *Passenger Vehicle Transportation Award 2020* (unless varied with the agreement of both parties); [OR]
* The <*insert name of Enterprise Agreement*> Enterprise Agreement.

**3. Remuneration**

You will be paid at the rate of $<*insert permanent rate*> per hour, plus <insert casual loading percentage>% loading in lieu of permanent employee entitlements. This total rate per hour of $<*insert casual rate*>, which includes the loading, will increase each year in accordance with the wage indexation provisions of the relevant industrial instrument.

When required, as a school bus driver your casual engagement will be for any school day consisting of one or two periods of work (AM and/or PM school service). For each period of work, you will be paid, as a minimum, an amount equal to two hours at the applicable grade under the *Passenger Vehicle Transportation Award.*

You will be paid <*weekly/fortnightly/monthly*> to the bank account nominated by you.

<*insert employer name*> will also make superannuation payments in accordance with the *Superannuation Guarantee (Administration) Act 1992.*

**4. Your obligations to the employer**

You will be required to:

1. perform your duties to the best of your ability,
2. use your best endeavours to promote and protect the interests of the employer; and
3. follow all reasonable and lawful directions given to you by the employer, including attending training and complying with policies and procedures.

**5. Confidentiality**

By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the employer, including but not limited to client lists, trade secrets, client details and pricing structures.

**6. Entire agreement**

The terms and conditions referred to in this letter constitute the terms and conditions of your employment and replace any prior understanding or agreement between you and the employer. The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and the employer.

**If you have any questions about the terms and conditions of employment, please do not hesitate to contact <*me/insert contact person*> on <*insert phone number*>.**

In accordance with the *National Employment Standards* a **Fair Work Information Statement** and a **Casual Employment** **Information Statement** are also attached to this letter.

**TO ACCEPT THIS OFFER OF EMPLOYMENT PLEASE RETURN A SIGNED AND DATED COPY OF THIS LETTER TO ME BY <*INSERT DATE*>.**

Yours sincerely,

<*Insert name*>

<*Insert position*>

I, <*insert full name of employee*>, have read and understood this letter and accept the offer of employment from <*insert company/partnership/sole trader name*> on the terms and conditions set out in the letter. I understand that as a casual employee I am receiving a loading as specified above in lieu of entitlement to annual leave and other permanent employee entitlements. I understand that as a casual employee I am being engaged without a firm advanced commitment to continuing and indefinite work according to an agreed pattern of work.

|  |  |
| --- | --- |
| Dated: |  |
| Signed: |  |
| Name: |  |