Template 4 - Sample Letter of Appointment – Full-time Bus/Coach Driver

<<Date>>

<<Employee Name>>

<<Address>>

Dear <<insert employee name>>,

I’m pleased to confirm the basis on which <<insert Company name>> offers employment to you.

1. Position

You will be employed as a permanent full-time <<bus/coach>> driver. In that capacity you will be required to drive a bus and to perform other duties related to that activity.

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

Additional terms and conditions of employment are set out in the attached Position Description, which you should read carefully before accepting this offer.

Your position will be as a permanent driver and you will be initially answerable to <<insert Manager’s name>>. Your duties are outlined in the attached Position Description. However, you may also be required to perform other duties from time to time to suit business needs.

The first six months of your employment will constitute a probationary period. Your continued employment with the Company is dependent on you completing the probationary period to the Company’s satisfaction.

**2. Hours of Work**

Your usual hours will be 38 hours per week

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., Monday to Friday)

between the hours of \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_.

Additional hours to those specified above may be offered to you and worked as overtime.

**3. Remuneration**

Your hourly rate will be <insert permanent rate> and your wage will be paid <weekly/fortnightly/monthly> to the bank account nominated by you.

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

**4. Leave**

Your entitlements to annual leave, personal/carer’s leave, compassionate leave and long service leave is regulated by applicable employment related legislation.

**5. Your obligations to the employer**

You will be required to:

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

**6. 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, 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.

**7. Surveillance**

The Business may engage in camera surveillance by way of closed-circuit television cameras. The surveillance may be continuous and ongoing. For the purposes of your employment with the Business and exposure to the surveillance, it may effectively start upon your commencement. Access to the recorded material will be strictly limited to authorised personnel. Your acceptance of this employment constitutes your consent to this surveillance.

**8. Termination**

You or the Business may terminate your employment by providing notice in accordance with the National Employment Standards. The Business may otherwise terminate your employment immediately and without notice in the event you are found to have engaged in serious misconduct.

**9. General Matters**

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 <insert employer name>. The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and the employer.

I would take this opportunity of welcoming you to our team. In accordance with the National Employment Standards a **Fair Work Information Statement** is also attached to this letter.

Yours sincerely,

<<insert name and title of signatory>>

<<insert company name>>

I hereby accept the offer of employment:

Signed:

Dated: