Jordan Hale

Bendigo, VIC | 0491 570 156 | jordan.hale@example.com

PROFESSIONAL SUMMARY

HR-licensed Bus Driver with hands-on experience across school runs, regional route services and local and extended charters at Redgum Coachlines, backed by 13 years in driving, logistics and customer-facing roles. Skilled in pre-trip vehicle checks, radio communications, defect and incident reporting, and keeping passengers safe and on time. Seeking to bring a safety-first, service-driven approach to the Bus Driver role at Northgate Transit.

KEY SKILLS

HR Licence (Heavy Rigid) | Passenger Customer Service | Vehicle Safety Checks | Radio Communications | Defect & Incident Reporting | Forklift Operation | Team Leadership | Attention to Detail | Record Keeping

PROFESSIONAL EXPERIENCE

Bus Driver

Redgum Coachlines | Bendigo, VIC | 08/2025 - Current

- Drive school runs, public route services, and local and extended charters, including the regional connector service between Bendigo and Echuca.
- Complete pre- and post-trip vehicle checks and wash buses.
- Complete defect, incident and lost property reports.
- Communicate with the depot by radio to manage delays.
- Provide customer service to passengers across school, route and charter services.

Warehouse Team Leader / Forklift Operator

Kestrel Logistics | Bendigo, VIC | 03/2021 - 07/2025

- Led a shift crew of 6 and ran pre-start safety meetings.
- Operated counterbalance and reach forklifts to load and unload interstate freight.
- Trained new starters in safety and manual handling.
- Maintained stock and dispatch records.

Delivery Driver (MR)

Swiftline Couriers | Bendigo, VIC | 06/2016 - 02/2021

- Drove a medium rigid truck on daily multi-drop runs across Bendigo and surrounding towns.
- Met customer delivery time windows.
- Completed daily vehicle checks, logbooks and proof-of-delivery paperwork.
- Serviced regular business customers.

Customer Service Assistant

Ironbark Hardware | Bendigo, VIC | 01/2012 - 05/2016

- Served customers at the counter and on the floor, processing sales and returns.
- Handled customer complaints.

EDUCATION & LICENCES

- Heavy Rigid (HR) Licence - Manual
- Bus Driver Accreditation (Victoria)
- Forklift Licence (LF)
- First Aid Certificate (HLTAID011)
- Year 12, Bendigo Secondary College

REFEREES

Michelle Dawson
Depot Manager, Redgum Coachlines
0491 570 157

Craig Pemberton
Operations Manager, Kestrel Logistics
0491 570 158