Welcome to Transdev

This quick reference information will help you easily navigate our systems and resources with a list of useful information, contacts and links.

Brian Brennan
CEO Transdev Australia and New Zealand

We want you to feel welcome and at home as quickly as possible. The entire Transdev team is here to support you on your journey. I wish you all the best in settling into your new role and connecting with your team and the wider group. I enjoy meeting all our new Journey Makers, so hope to see you soon and welcome aboard!

The Station

The Station is Transdev's intranet and provides links to other systems and apps., contains:

- Organisation charts & entities
- Safety & wellbeing information
- Internal employment information
- Purchasing goods and services information
- Corporate Social Responsibility (CSR) and ethics guidance
- Media and communications assets

Links to:

- Work@transdev
- Service Now - IT Support
- Serko - Travel booking
- Concur - claiming expenses
- Remote desktop services
- Promapp

You can find The Station on your preferred web browser or at:

[The Station](#)

Transdev Systems

Transdev's systems run off Microsoft 365,

Outlook
Access email. Calendar and book meeting rooms.

Teams
A communications hub, online meetings and presentations, messaging, audio calls, create project groups.

SharePoint
A collaborative platform, store, retrieve, search, archive and share documents.

Microsoft 365 also includes Excel, Word and OneNote For more information on Transdev's systems please visit: [The Station](#)

Work@transdev

Transdev's hub for all employment related information. Book leave, check payslips, access all key employment documents such as contracts or letters. Also 'shout-out' to thank a colleague for a job well done!

Here you can find:

- Emergency contacts
- Bank details
- Learning management system (LMS)
- Employment policies
- Applying for leave

You can access work@transdev via The Station

IT Service Now

Transdev IT Portal (Service Now) is used for everything from requesting software and hardware to technical help, incidents and general IT queries.

Your one stop shop for:

- System issues
- Phone issues
- Drive access
- All IT issues

You can find ServiceNow via The Station. If you are unable to access The Station :
Call: 1300 327 424

Promapp

Promapp is your portal for accessing all Transdev's policies and procedures, kept up to date in real-time.
Promapp has hundreds of simple processes such as, logging a case with Service Now, setting up Multi-Factor Authentication etc.
Here you can find:

- Internal business processes
- All employment & business policies
- On boarding processes

You can access Promapp here or via an app on your desktop also via The Station

Helpful Tips

Bookmark URLs

Bookmark websites and Transdev apps to your internet browser window.
Transdev Australia and New Zealand Induction
The 'TD ANZ Induction' is automatically assigned to you in work@transdev. It's a mandatory requirement and contains important information on our people, business, policies, standards, systems and work, health and safety matters.

Classifiles

Is a rating system for documents with different sensitivities, ensuring we keep our information secure. You'll learn more about this when completing your induction.

Multi-Factor Authentication

It's a requirement that Multi-Factor Authentication (MFA or 2FA) is used on all applications. Your induction will help you set this up.