



## **JOB DESCRIPTION BUS DRIVER**

We provide a wide range of bus services and work in partnership with local authorities to provide many services which would not otherwise be cost effective, particularly in rural areas.

Candidates are required to:

- Have a full class D PCV Driving Licence with up-to-date CPC qualification, or meet the entrance requirements for our PCV Driver Training Academy
- Be conversant with and adhere to the Company's Health and Safety policies, and take responsibility for their own safety and that of colleagues and passengers
- Turn up to work on time for work patterns that include some late and weekend shifts
- Be of smart appearance
- Achieve a DBS (Disclosure & Barring Service) clearance through the relevant local authority
- Understand the Company's Safeguarding policy and the attachments; 'Getting it Right' and 'Communication'
- Adapt to meet passenger needs
- Be courteous, polite, cheerful and answer passenger queries
- Show commitment to the role of bus driver, be able to work alone and be supportive of colleagues
- Undertake daily walk round checks for each vehicle driven, filling in the defect book for each vehicle as necessary in order to ensure that the buses are safe and fit for service
- Have a clean driving record, free from accidents
- Drive smoothly and safely to achieve a safe driver certificate each year
- Be trustworthy with company monies and other property
- Record fares collected, give change, issue tickets, check passes accurately and perform basic addition/subtraction, paying in all monies collected to the Company at the end of the shift