



JOB DESCRIPTION

Title:	Driver
Hours:	40 hours per week (average) - worked flexibly in order to sustain operational efficiency (these may be subject to alteration)
Rate of pay:	Trainee – £16.07 per hour. PCV holder and trained to Oxford Bus Company standards – £17.84 per hour and PCV Coach Driver - £19.28 per hour
Reporting to:	Assistant Operations Manager
Job Purpose:	Deliver excellent customer care by providing a reliable bus service that transfers passengers safely and professionally. Carry out skilled driving for Oxford Bus Company in an efficient, effective and legal manner. Sell and promote the full range of travel cards and tickets available.

DUTIES AND RESPONSIBILITIES:

1. Work to a schedule of driving duties to include early starts and late finishing as well as weekend work, ensuring the safe transportation of customers to/from various destinations.
2. Carry out a daily check of the designated vehicle and its equipment and ensure the vehicle is clean and presentable, and to the company's required standard.
3. Report immediately any faulty equipment or vehicle faults as in accordance with company policies and procedures.
4. Assist in the gathering of statistical information by the completion of daily records i.e. vehicle, customer and driver records.
5. Sell and promote the full range of tickets to customers and in particular the Key
6. Be accountable for the collection, reconciliation and hand over of fare monies in line with company procedures.
7. Work in a helpful, caring and confidential manner and assist customers as and when required.

8. Refer customer complaints and anomalies about the service to your immediate line supervisor.
9. Report immediately to your immediate line supervisor, any changes which may affect the validity of your driving licence and work in conjunction with the Company to ensure relevant driving legislation is being followed at all times.
10. Report immediately to your immediate line supervisor all traffic incidents/accidents, or any incidents/accidents affecting customers and complete all relevant paperwork at the first opportunity.
11. Undertake appropriate training in order to assist the Company in achieving its aim of being a centre of excellence for passenger transport. This will be identified in conjunction with your Line Manager and/or your immediate line supervisor.
12. At all times, be an ambassador of Oxford Bus Company, Thames Travel, Carousel Buses, City Sightseeing, Pulhams Coaches and bus use in general
13. Operate in line with the Company mission, vision and values and encourage others to do the same
14. Undertake any other duties and responsibilities of a similar nature or level of responsibility which may be allocated from time to time

THE ABOVE DUTIES AND RESPONSIBILITIES MUST BE CARRIED OUT IN COMPLIANCE WITH THE COMPANY'S EQUAL OPPORTUNITIES POLICY, HEALTH AND SAFETY POLICY, AND WITH ALL OTHER POLICIES CURRENTLY IN FORCE AT OXFORD BUS COMPANY

Benefits

The post attracts benefits of free travel, free uniform, loyalty bonus, contributory pension, lifestyle discount scheme, employee assistance programme, share save scheme, 25 days holiday plus an allowance of 8 days per annum which may or may not be taken on a public holiday.

Promotion Prospects:

Oxford Bus Company actively encourages development from within the Company.

Company Content:

Oxford Bus Company and its associated companies Thames Travel, Carousel Buses, Pulhams Coaches, and City Sightseeing Oxford operate 350 buses and coaches in Oxfordshire, Buckinghamshire, Gloucestershire and surrounding counties, and to Heathrow and Gatwick airports. We provide services to the general public, local authorities, as well as several large blue chip corporate customers such as Oxford Brookes University, Oxford University, MEPC plc, National Express, Belmond Hotels and Value Retail plc. The business turnover is around £70m, and it is part of the Go-Ahead Group Limited one of the "big 5" public transport operators in the UK. The group has operations across the UK, as well as subsidiaries in Ireland, Germany, Norway, Australia and Singapore.

**Please return completed application forms to:
HR Team, Oxford Bus Company, Cowley House, Watlington Road,
Oxford OX4 6GA**

***We are an equal opportunities employer and welcome applications from
throughout the community.***