



## **JOB DESCRIPTION**

<b>Title:</b>	<b>Driver</b>
<b>Hours:</b>	40 hours per week (average) - worked flexibly in order to sustain operational efficiency (these may be subject to alteration)
<b>Rate of pay:</b>	Trainee – £11.83 per hour. PCV holder and trained to Oxford Bus Company standards – £14.78 per hour and PCV Coach Driver - £15.97 per hour
<b>Reporting to:</b>	Route Manager
<b>Job Purpose:</b>	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 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 is part of the Go-Ahead Group plc, which is one of the major public transport operators in the country. Oxford Bus Company has a total workforce of approximately 595 and operates 150 vehicles over routes in and around Oxford. There is a coaching element that serves Heathrow and Gatwick, 24 hours a day.

#### **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.***



**PRIVATE AND CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

1. Position applied for

PCV Driver
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2. Personal Details (Please complete this section in capitals)

Forename

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Surname

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3. Your Contact Details (including codes).

Please tick your preferred method of contact

Address	
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Email		
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Phone		
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4. Are there any restrictions on you taking up employment in the UK? Yes  No

If Yes, please explain

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5. Interview

Are there any adjustments that may be required to be made should you be invited to interview?

Yes/No

If yes, please state below (for example, up to 25% extra time given for the maths and theory assessments. If you are successful, there is an audio option on the DVLA computer theory test which would be part of the training process)

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**6. Employment Details**

Please list below your present and past employment for the last 5 years beginning with your current or most recent job. Explain any employment gaps. **Please continue on a separate sheet if necessary.**

Name and Address of Employer	Dates (From -To)	Job Title, Salary
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		
<i>Reason for Leaving</i>		

Please give details of any previous applications or employment with Oxford Bus Company, Thames Travel (Wallingford), Carousel Buses or any other Go-Ahead Group Operating Company

Dates	Job Title	Reason for leaving
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**7. Driving Licences**

Please tick to indicate the licences you hold.

<b>PCV</b>	manual		automatic		provisional	
<b>D1</b>	manual		automatic			
<b>Car</b>	manual					

**Date manual car licence held since:** .....

(a) Please give full particulars of any endorsements. Continue of a separate sheet if necessary.

(b) Has any PCV or Driving Licence been refused or revoked?

**Yes/No**

If yes, state the date, by whom, and the reason.

(c) Have you completed the Certificate of Professional Competence (CPC)?

**Yes/No**

If yes, please state the date, certificate number and the name of the test centre.

(d) If currently training for the CPC, state how many hours training you have completed, the dates, and the name of the training centre

(e) Do you hold a Driver Qualification Card (DQC)?

**Yes/No**

**8. Security Declaration**

Have you ever been convicted, imprisoned, fined or cautioned for any offence or bound over to keep the peace?

**Yes/No**

(Spent convictions within the meaning of the Rehabilitation of Offenders Act 1974 as revised 2014 need not be disclosed)

**If yes, please give details**

Date	Offence	Court	Sentence or Order

**9. How did you become aware of this vacancy?**

Newspaper advertisement	<b>Yes/No</b>	Local free paper advertisement	<b>Yes/No</b>
Jobcentre (Please specify)	<b>Yes/No</b>	Website (Please specify)	<b>Yes/No</b>
..... Radio	<b>Yes/No</b>	..... Other (please state)	

**10. Declaration and Consent (Please read this carefully before signing this application)**

- a) I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
  
- b) I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
  
- c) The information provided on this application form is protected by data legislation and will be used for the purposes of processing your application and statistical and audit purposes. By signing below you give your consent for the company to process this information.

Signed: .....

Date: .....