



## **JOB DESCRIPTION**

<b>Title:</b>	<b>PickMeUp PCV Minibus Driver</b>
<b>Hours:</b>	Average of 40 hours per week - worked flexibly Monday – Friday in order to sustain operational efficiency (these may be subject to alteration)
<b>Rate of pay:</b>	Trainee – £10.00 per hour. PCV holder & trained to PickMeUp standards: £13.00 per hour
<b>Reporting to:</b>	Operations Manager
<b>Job Purpose:</b>	Deliver excellent customer care by providing a responsive service. Carry out driving duties in an efficient, effective and legal manner. Ensure your driving is to the highest standard and prioritises customers' safety and comfort.

### **DUTIES AND RESPONSIBILITIES:**

1. At all times provide a customer-focussed experience
2. Work to a schedule of driving duties between 05:30 and 19:30, ensuring the safe transportation of customers to/from various destinations.
3. 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.
4. Report immediately any faulty equipment or vehicle faults as in accordance with company policies and procedures.
5. Assist in the gathering of statistical information by the completion of daily records i.e. vehicle, customer and driver records.
6. Work in a helpful, caring and confidential manner and assist customers as and when required.
7. Refer passenger complaints and anomalies about the service to the PickMeUp & Customer Services Controller.
8. Promote the PickMeUp service and be an ambassador for the concept

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 passengers 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 PickMeUp, Carousel Buses, Thames Travel, Oxford Bus Company and bus use in general
13. Undertake any other duties and responsibilities of a similar nature or level of responsibility which may be allocated from time to time.
14. Undertake driving duties for Carousel Buses and when doing so, be accountable for the collection, reconciliation and handover of fare monies in line with company procedure.

**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 CAROUSEL BUSES**

**Benefits:**

The post attracts benefits of free travel, contributory pension, lifestyle discount scheme, employee assistance programme, share save scheme, 20 days holiday plus an allowance of 8 days per annum pro rata'd which may or may not be taken on a public holiday.

**Promotion Prospects:**

Carousel Buses actively encourages development from within the Company.

**Company Content:**

Carousel Buses have a workforce of approximately 90 colleagues and is based in High Wycombe. It operates around 50 buses serving a wide geographical area, including High Wycombe, Amersham, Chesham, Hemel Hempstead, Reading, Watford and Uxbridge.

PickMeUp from Carousel Buses is launching in September 2022 and will be run in conjunction with Buckinghamshire County Council. This will be High Wycombe's first demand responsive service.

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