

POST OF BUS DRIVER/ TAXI DRIVER.

Terms and Conditions Summary.

HOURLY RATES OF PAY: £

HOLIDAYS: days plus bank holidays per annum.

HOURS OF WORK:

SICK PAY:

PENSION SCHEME:

UNIFORM/ DRESS CODE:

BUS TRAVEL:

TRAINING:

This job will involve transporting children young people or vulnerable adults who may be travelling independently. The successful candidate will be responsible for the welfare of children, young people and/or vulnerable adults whilst they are in their care. The successful candidate will need to apply for enhanced DBS clearance, and must not be disqualified from working with children, young adults or vulnerable adults by being on List99, PoCA, PoVA or subject to the sanctions imposed by a regulatory body.

Skills and Experience Needed.

- To be over 21 years of age

- To hold a full UK driving license
- To have no more than 3 points on your license
- To have PSV license/ Private Hire License
- To have good people skills
- To be reliable and punctual
- To be calm under pressure
- To be of a smart and tidy appearance

If you are successful at interview you will be required to pass a driving assessment and pre employment medical, which will include a drugs and alcohol test.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Job description.

Main Purpose of Job:

To drive passenger carrying vehicles and transport passengers in a safe manner in accordance with the Company's scheduled, private hire or general work.

Duties:

- To operate the companies scheduled/private hire work in accordance with duty rosters and schedules.
- To treat passengers in a helpful and professional manner and to help passengers with disabilities or other needs as appropriate.
- To stop and pick up passengers in line with the company's instructions and to issue tickets, check passes, complete/produce waybills in line with the company's requirements.
- To ensure that all cash taken is paid to the company in line with its procedures.
- To follow company procedures in line with the driver handbook or any other guidance.
- To use the on-vehicle radio in a professional manner for the purpose of conveying information or seeking advice.
- To carry out a comprehensive first use safety check of the vehicle and complete the vehicle defect documentation.
- To conform to all rules and regulations as laid down in the Road Traffic Act and in company procedures and observe and road traffic conditions that may apply.
- To drive school bus/taxi services, where children travel independently from adults.
- To take responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- To follow the instructions of company managers, inspectors and training officers.

Asylum and Immigration Act.

If you are invited to attend an interview please bring with you at least **one original** document from list 1 and **two original** documents from list 2.

List 1

- A passport showing that you are a British citizen, or have the right of abode in the UK.
- A document (national passport or identity card) showing that you are a national of an EEA country or Switzerland.
- A resident permit issued by the Home office showing that you are a national from an EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the UK as a family member of a national from an EEA country or Switzerland who is resident in the UK.
- A passport or other travel documents endorsed to show that you can stay indefinitely in the UK or have no time limit on their stay.
- A passport or other travel document endorsed to show that you can stay indefinitely in the UK or has no time limit on their stay.
- A passport or other travel document endorsed to show that you can stay in the UK; and that this endorsement allows you to do the type of work that you are applying for if you do not have a work permit.
- An application Registration card issued by the Home Office to an asylum seeker stating that you are permitted to take employment.

List 2

Please bring two documents from group A or two documents from group B.

Group A

- **You must bring** a document giving your personal National Insurance Number and name. Such as a: P45, P60, National Insurance card or a letter from a Government agency, **and**

any one of the following documents:

- A full birth certificate issued in the UK, which includes the names of your parents; or
- A birth certificate issued in the Channel Island, the Isle of Man or Ireland; or
- A certificate of registration or naturalisation stating that you are a British citizen; or
- A letter issued by the Home Office to you which indicates that you can stay indefinitely in the UK or has no time limit on your stay; or
- An Immigration Status Document issued by the Home Office to you, with an endorsement indicating that you can indefinitely stay in the UK or has no time limit on your stay; or

Group B

- **You must bring** a work permit or other approval to take employment that has been issued by Work Permits UK, **and**

any one of the following documents:

- A passport or other travel document endorsed to show that you are able to stay in the UK and can take the work, employment in question; or
- A letter issued by the Home Office to you confirming that you are able to stay in the UK and take the work employment in question.