



JOB DESCRIPTION

Job Title

PCV Coach and Mini-bus Driver

Main Purpose

To drive company coaches and mini-buses to provide a reliable and efficient service in accordance with safety legislation and company procedures. To follow itineraries and instructions as detailed in work tickets or from information communicated by office staff or tour leaders/couriers. Working on a range of hires including private and corporate hire, staff transport contracts, day trips, holidays and tours and school transport.

Main Duties

- To drive any coach or mini-bus in accordance with driving regulations and following all duties instructed by the Transport/Operations Manager or the Partners.
- To work within drivers' hours regulations including downloading digi cards at regular intervals.
- Efficient driving of coaches with care and attention to maximise fuel efficiency.
- Efficient planning of journeys to ensure customers enjoy a comfortable experience by the most cost-effective route.
- Walk round checks and any associated paperwork, reporting of faults. Ensuring that vehicle defect sheets and procedures are fully complied with.
- Undertake any training as required.
- Keep up-to-date with any industry or legislation changes and company procedures.
- Be an ambassador for the company including smart appearance at all times when customer facing and demonstrating an exemplary attitude and behaviours.
- Communication with customers in a clear, concise and polite manner. Ensure that passengers are given any assistance needed without discrimination.
- Report for duty on-time and not under the influence of alcohol or drugs.
- To load and unload passengers' luggage when required.
- To ensure vehicles are left in clean condition, interior and exterior, following each job.
- Control of challenging customers acting within the law and company procedures.
- Work as part of a team to complete daily operational objectives.
- Respect all other colleagues within the company.
- Reporting of any incidents that involve damage or injury to property including passengers, pedestrians or third parties.

The above list is not exhaustive and you may on occasion be asked to carry out tasks that are not listed above.

Relationships

Directly responsible to: The partners of Swift Valley Coaches

Regular working relationships with: Transport/Operations Manager, Office Staff, Yard Supervisor and fitter.

Direct working relationship with: Customers and general public