

# PCV Driver

## Job Description

**Reports to:** Staff Manager or Service Delivery Manager

### Equal Opportunities

HCT Group Operations is a subsidiary of HCT Group which is committed to equality of opportunities both as an employer and a membership organisation.

HCT Group undertakes not to discriminate either directly or indirectly against individuals or groups of people on the basis of race, ethnic origin, nationality, gender, age, physical or mental disability, sexuality, marital status, religious beliefs, AIDS and HIV status.

### The Company

HCT Group is a social enterprise in the transport industry, safely providing over 30 million passenger trips on our buses every year. We deliver a range of transport services – from London red buses to social services transport, from school transport to whole transport networks. We reinvest the profits from our commercial work into community transport services or projects in the communities we serve.

### Purpose of Role

A bus driver is responsible for driving a passenger carrying vehicle (PCV), providing good customer service and a safe and comfortable journey

### Role Accountabilities

- To ensure that speed limits are observed within bus depots, bus stations and on road.
- To check the condition of the vehicle prior to commencing service
- To drive the Company's vehicles in a safe, legal and professional way
- To drive to the set timetable, not running early or late
- To accurately use the ticket machine and the driver telematics system
- To keep cash secure and safe within the driver cab at all times
- To ensure all cash is accurately paid into the appropriate location in accordance with the Company procedures
- To display the correct destination on the vehicle's destination blind at all times
- To keep up to date with road closures, diversions or special events which may affect bus services.
- To keep up to date with any changes to condition of travel, ticket types, fares or promotions

- To comply with the laws and company regulations regarding the use of mobile phones.
- To ensure all safety accidents/incidents are reported using the company's reporting procedure.
- To ensure your bus cab area is kept in a safe and tidy condition at all times.
- To provide a high standard of customer service at all times
- To recognise and assist with the additional needs of children and vulnerable adults, older people or disabled people.
- To report for work at the correct time and location with the correct equipment
- To ensure that a clean company uniform and name badge (where provided) is correctly worn at all times when on duty
- Not to report for work when overtired or under the influence of alcohol or drugs (see Company policy for further details)
- To ensure that the relevant notification procedures are followed in the event of absence from work

## **Line management**

None

## **Special Working Conditions**

This role will involve unsociable hours which will include early mornings, late nights, weekends and occasionally overnight.

## **Company Responsibilities**

- To undertake any additional duties at the request of your line manager, which are deemed to be within your competency.
- To adhere to all HCT Group policies and procedures.
- To undertake any training and development activities at the request of your line manager.
- To comply with all HCT Group Injury Prevention policies and support new initiatives.

## **Health and Safety Responsibilities**

- To comply with the HCT Group Health and Safety Policy;
- To take reasonable care for your own health and safety;
- Not to interfere with or misuse anything that has been provided for your health, safety or welfare;
- To take reasonable care not to put other people, fellow employees and members of the public, at risk by what you do or don't do in the course of your work;
- To co-operate with your employer, making sure you understand and follow the company's health and safety policies; with particular attention to the company's responsibilities under the Health & Safety at Work Act 1974;
- To inform your employer if something happens that might affect your ability to work;
- To report to the line manager any injury, collision, dangerous occurrence or a near miss in which you were involved, or are aware of having taken place at your place of work, or any concern regarding any health or safety issue;
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy;
- To report any injuries, strains or illnesses you suffer as a result of doing your job;
- To report immediately any hazard, faulty equipment or health and safety concern and ensure action is taken to make the hazard safe.

## **Environmental Responsibilities**

- To comply with HCT Group Environmental Policy;
- To ensure waste is segregated appropriately to maximize recycling;
- To ensure energy is not wasted by switching off lights and office equipment when not needed; and
- To report to the Regional Director any environmental incident or near miss in which you were involved, or are aware of having taken place at your place of work, or any concern regarding any environmental issue.

## **PERSON SPECIFICATION**

### **Essential criteria**

- A full UK PCV driving licence
- Valid Drivers Qualification Card – CPC
- Complete a satisfactory Medical Assessment
- No bans in last 10 years or more than 6 points on your license
- Able to clear an Enhanced DBS check where contractually required

Signed ..... Date .....

This job description will be reviewed within 6 months