

## **JOB DESCRIPTION**

### **Bus Driver (West Yorkshire)**

**Salary £8.67 per hour**

**Pension after completion of probationary period**

**Hours usually between 0630 and 1830. Weekend, early morning or evening work may be required.**

**School Term Time only Contract plus 15 days paid leave and Bank Holidays.**

#### **Introduction**

CT Plus (Yorkshire) CIC, based in Wakefield and Leeds, and its parent company, CT Plus, are part of the HCT Group which provides a range of transport services from depots in London, West Yorkshire, Bristol, Hull and the Channel Islands.

Formed in 1982, HCT employs approximately 800 staff across its group of companies. Our services include Mybus home to school transport services, mainstream London bus routes, park and ride, special educational needs transport, door-to-door services, group transport, hail and ride bus routes and ad-hoc contracts.

CT Plus (Yorkshire) CIC is a Social Enterprise. Our business model is such that surplus operating profits that we make are used to support transport and training projects in the areas in which we operate, helping people within those communities to gain access to work and leisure opportunities.

Bus drivers are members of a small dedicated team delivering high quality transport services within West Yorkshire. Bus drivers will be required to drive vehicles operated by CT Plus (Yorkshire) in a safe, courteous and professional manner and work with other drivers, CT Plus (Yorkshire) managers, school staff, parents and carers, and passengers (children).

## **Duties and Responsibilities**

### **Equality**

- 1 Adherence to and promotion of CT Plus (Yorkshire)'s Equal Opportunities Policy at all times

### **Driving Duties**

- 2 Driving CT Plus (Yorkshire)'s vehicles in a manner that ensures the safety and comfort of passengers, care and consideration for other road users and vehicle sympathy
- 3 Carry out pre-service inspection on vehicles to ensure their roadworthiness and report all defects as per CT Plus (Yorkshire)'s policy and procedures
- 4 Issue tickets, check travel cards and passes for validity, pay in daily takings and complete the relevant documentation as per CT Plus (Yorkshire)'s policy and procedures
- 5 Wash and clean the interior and exterior of CT Plus (Yorkshire)'s vehicles as required
- 6 Refuel CT Plus (Yorkshire)'s vehicles as required
- 7 Assist with the parking and security of CT Plus (Yorkshire)'s vehicles

### **Working With Others**

- 8 Treating passengers (children) in a professional and courteous manner
- 9 Dealing with school staff, parents and carers and children's queries and complaints, in a sensitive manner and referring them to the appropriate person at CT Plus (Yorkshire) if they require further assistance

### **Premises**

- 10 Assisting in keeping the depot clean and tidy

### **Health and Safety**

- 11 To comply with the statutory provision of the Health & Safety at Work Act 1974 and any other relevant legislation or policy and procedures of CT Plus (Yorkshire) relating to health and safety, duty of care and good practice.

### **Other**

- 12 Work as part of a team with CT Plus (Yorkshire) staff
- 13 Carry out any other reasonable task requested by Supervisory or Managerial staff or other staff nominated by them

## **Person Specification**

### **Essential**

- 1 Commitment to equality of opportunity and ability to work to, promote and develop CT Plus (Yorkshire)'s Equal Opportunities Policy
- 2 Hold a Driver Certificate of Professional Competence (CPC) card
3. An ability to drive to the standard required by CT Plus (Yorkshire)
4. Willing to undertake, to satisfy and continue to satisfy Criminal Record Bureau (CRB) check procedures
- 5 Ability to work with school age children
- 6 Ability to work with Metro staff, staff within primary and secondary schools and parents and carers
- 7 Ability to complete records accurately and on time
- 8 Ability to work flexibly, under pressure and as part of a team
- 9 Ability to follow written procedures, work without supervision and use own initiative
- 10 Ability to understand duty rosters timetables and schedules
- 11 Willingness to work shifts and occasional evenings and weekends
- 12 Ability to work to high standards and provide excellent levels of customer care

### **Desirable criteria**

- 1 Ability to speak a language spoken by a minority community in West Yorkshire
- 2 Understanding the differing needs of public transport users
- 3 Understanding of working in a user-focussed business
- 4 Hold a current First Aid qualification
- 5 Hold a PCV driving licence (preferably clean) for at least 2 years and be over the age of 21