



## **JOB DESCRIPTION**

|                      |  |
|----------------------|--|
| <b>Title:</b>        | PCV Driver   |
| <b>Hours:</b>        | 40 hours per week<br>These may be subject to alteration and worked flexibly in order to sustain operational efficiency   |
| <b>Rates of pay</b>  | PCV holders<br>£ 12.60 per hour weekday rate<br>£ 13.30 per hour weekend rate<br>£ 17.21 per hour late night rate (after 23:45)<br><br>Trainees<br>£9.50 per hour  |
| <b>Reporting to:</b> | Depot Manager  |
| <b>Job Purpose</b>   | Carry out driving duties for Thames Travel in an efficient, effective and legal manner. Provide a reliable bus service that transfers passengers safely. Perform skilled driving in busy towns. Sale and promotion of full range of travel cards and tickets available |

### **DUTIES AND RESPONSIBILITIES:**

- 1.** Work to a schedule of driving duties to include early starts and late finishing as well as weekend work, ensuring the safe transportation of passengers to/from various destinations.
- 2.** 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.
- 3.** Report immediately any faulty equipment or vehicle faults as in accordance with company policies and procedures.
- 4.** Assist in the gathering of statistical information by the completion of daily records i.e. vehicle, passenger and driver records.
- 5.** Sale and promotion of full range of tickets to passengers and in particular the Key

- 6 Be accountable for the collection, reconciliation and hand over of fare monies in line with company procedures.
- 7 Work in a helpful, caring, confidential manner and assist passengers as and when required.
- 8 Refer passenger complaints and anomalies about the service to your immediate line supervisor.
- 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 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 Thames Travel
13. Undertake any other duties and responsibilities of a similar nature or level of responsibility which may be allocated from time to time

**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 OXFORD BUS COMPANY Benefits**

The post attracts benefits of free travel, free uniform (issued biennially), 20 days holiday per annum plus bank holidays.

**Promotion Prospects:**

Thames Travel actively encourages development from within the Company.

**Company Content:**

Thames Travel is part of the Go-Ahead Group plc, which is one of the major public transport operators in the country. Thames Travel has a total workforce of approximately 110 and operates 50 buses over routes in and around The Thames Valley.

**Please return completed application forms to:**

**HR Team, Oxford Bus Company, Cowley House, Watlington Road, Oxford OX4 6GA**

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



**PRIVATE AND CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

1. Position applied for

2. Personal Details (Please complete this section in capitals)

Forename  Surname

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3. Your Contact Details (including codes). Please tick your preferred method of contact

Address

|                       |                      |                      |
|-----------------------|----------------------|----------------------|
| National Insurance No | <input type="text"/> | <input type="text"/> |
| Email                 | <input type="text"/> | <input type="text"/> |
| Phone                 | <input type="text"/> | <input type="text"/> |

4. Are there any restrictions on you taking up employment in the UK? Yes  No

If Yes, please explain.....

**5. Interview**

Are there any adjustments that may be required to be made should you be invited to interview? **Yes/No**. If yes, please state below. (For example the Drivers' computer theory test can be done on an audio format and up to 25% extra time given for the maths test)

**6. Employment Details** Please list below your present and past employment for the last 5 years beginning with your current or most recent job. Explain any employment gaps. **Please continue on a separate sheet if necessary.**

| Name and Address of Employer   | Dates<br>(From -To) | Job Title, Salary |
|--|---------------------|-------------------|
|  |                     |                   |
| <i>Reason for Leaving</i>  |                     |                   |
|  |                     |                   |
| <i>Reason for Leaving</i>  |                     |                   |
|  |                     |                   |
| <i>Reason for Leaving</i>  |                     |                   |
|  |                     |                   |
| <i>Reason for Leaving</i>  |                     |                   |
|  |                     |                   |
| <i>Reason for Leaving</i>  |                     |                   |
| <b>Give details of any previous applications or employment with Oxford Bus Company, Thames</b> |                     |                   |

| Travel (Wallingford), Carousel Buses or any other Go-Ahead Group Operating Company |           |                    |
|--|-----------|--------------------|
| Dates  | Job Title | Reason for leaving |
|  |           |                    |

**7. Driving Licences**

Please tick to indicate the licences you hold.

|            |        |                          |           |                          |             |                          |
|------------|--------|--------------------------|-----------|--------------------------|-------------|--------------------------|
| <b>PCV</b> | manual | <input type="checkbox"/> | automatic | <input type="checkbox"/> | provisional | <input type="checkbox"/> |
| <b>D1</b>  | manual | <input type="checkbox"/> | automatic | <input type="checkbox"/> |             |                          |
| <b>Car</b> | manual | <input type="checkbox"/> |           |                          |             |                          |

**Date manual**

**car licence held since:** .....

**(a)** Please give full particulars of any endorsements. Continue of a separate sheet if necessary.

**(b)** Has any PCV or Driving Licence been refused or revoked?

**Yes/No**

If yes, state the date, by whom, and the reason.

**(c)** Have you completed the Certificate of Professional Competence (CPC)?

**Yes/No**

If yes, please state the date, certificate number and the name of the test centre.

(d) If currently training for the CPC, state how many hours training you have completed, the dates, and the name of the training centre

(e) Do you hold a Driver Qualification Card (DQC)?

**Yes/No**

### 8. Security Declaration

Have you ever been convicted, imprisoned, fined or cautioned for any offence or bound over to keep the peace?

**Yes/No**

(Spent convictions within the meaning of the Rehabilitation of Offenders Act 1974 as revised 2014 need not be disclosed)

**If yes, please give details**

| <b>Date</b> | <b>Offence</b> | <b>Court</b> | <b>Sentence or Order</b> |
|-------------|----------------|--------------|--------------------------|
|             |                |              |                          |

### 9. How did you become aware of this vacancy?

Normal newspaper advertisement

**Yes/No**

Local free paper advertisement

**Yes/No**

Jobcentre

**Yes/No**

Website (Please specify)

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Radio

**Yes/No**

Other (please state)

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**10. Declaration and Consent (Please read this carefully before signing this application)**

a) I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

b) I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

c) The information provided on this application form is protected by data legislation and will be used for the purposes of processing your application and statistical and audit purposes. By signing below you give your consent for the company to process this information.

Signed: ..... Date: .....