

EAST YORKSHIRE MOTOR SERVICES LIMITED

JOB DESCRIPTION

1. **JOB TITLE:** **PCV DRIVER**
2. **MAIN OBJECTIVES:** To drive Company vehicles to provide an efficient, reliable, quality bus service in accordance with safety legislation and Company procedures. To collect fares and to ensure the safety of passengers, vehicles, employees, and other road users.
3. **RELATIONSHIPS:**

Directly responsible to:	Depot Manager/Supervisor Controllers
Direct reporting access to:	Operations Manager and Assistant Operations Manager
Regular and direct working relationships with:	Senior Management at Company and Group Headquarters
	Inspectors
	Detailers
	Cash Office Staff
	Fitters
	Ancillary Staff
Indirect working relationships:	Customers
	General Public
4. **KEY RESPONSIBILITIES:**
 - (a) To drive any Company vehicle in accordance with the legal requirements and Company procedures following weekly duties and daily shift sheets and ensuring compliance with running times
 - (b) To communicate with customers in a clear, concise and polite manner and to ensure they are respected and made to feel welcome regardless of age, sex, race, colour or culture
 - (c) To collect fares, issue tickets, passes, etc and account for all monies taken in accordance with Company procedures
 - (d) To follow all legislative requirements concerning Drivers' hours regulations, including the use of tachographs, if appropriate
 - (e) To ensure that any vehicle is driven with due care and attention, ensuring the safety of the passengers and general public. To ensure that defensive driving is practised throughout every journey, being aware of potential hazards and how to avoid them, complying with Company procedures when parking or handing over vehicles

- (f) To ensure the Driver 'First Use' and defect procedure is fully completed to ensure safety and a road-worthy condition of the vehicle
- (g) To ensure customers with special needs are given every assistance and attention, and to be able to control difficult/challenging customers within legislative and Company procedures
- (h) To report any incident that involves injury, damage to any passenger, pedestrian or third-party property immediately, in line with Company procedures
- (i) To handle any emergency which may arise, including following procedures in the event of a vehicle fire
- (j) To ensure that registered routes and timetables are observed, as required by the Company's commitment to the Traffic Commissioners, and to cope with external factors which may occur preventing the completion of planned journeys, and ensuring that problems with reliability are reported to the Company as soon as possible
- (k) To carry out duties safely in accordance with all Company and legal requirements, and be fully conversant with the duty of employees under Health & Safety legislation
- (l) To ensure prompt and accurate completion of all appropriate reports
- (m) To promote the Company generally and do everything possible to enhance the Company's image through appearance and behaviour, ensuring that they report for duty sober, in smart uniform and on time
- (n) To assist with the control of cost by ensuring that vehicles are driven to maximise fuel efficiency and minimise mechanical defect
- (o) To work in harmony with all other employees of the Company
- (p) To produce other information as required, and to carry out other reasonable tasks that may be required from time to time
- (q) To operate radios in accordance with Company procedures
- (r) To respect all other employees and not to engage in any sexual, racial, religious, age or other harassment or unlawful discrimination.

5. LIMITS OF AUTHORITY

No authority for expenditure