



## **JOB DESCRIPTION**

**JOB TITLE:** PSV DRIVER  
**LOCATION:** LOCAL DEPOT  
**RESPONSIBLE TO:** BUS SERVICES MANAGER/ DISTRICT MANAGER  
**HOURS:** VARIABLE, DEPENDANT ON ROUTE

### **PURPOSE OF JOB**

To drive a passenger carrying vehicle (PCV) in a safe and professional manner, to the standard required by the Department of Transport PCV Test, in order to convey passengers along a pre-determined route in accordance with agreed time schedules.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To drive on pre-determined routes, in accordance with detailed information, on duty boards and rosters, and effectively maintain appropriate time schedules.
2. To pick up and set down customers at bus stops, with due care for their safety as they board and exit the bus.
3. To control the number of passengers picked up on the vehicles, ensuring that the legal capacities are not exceeded.
4. To ensure that the bus is roadworthy by completing vehicle checks in accordance with Company training and procedures.
5. To follow Company procedures in the event of breakdowns, accidents and emergencies.
6. To check the vehicles for any lost property and hand this in to the Depot as soon as possible.
7. To set all destination blinds to ensure that the information displayed is correct and legible.
8. To be responsible for handling cash fares, making sure that they balance at the end of each shift.



9. To input fare information in to the ticket machine, issue tickets, inspect and record passes including return tickets.
10. To provide a high standard of customer service at all times, being alert, considerate and helpful at all times during the journey.
11. To conform to all of the rules and regulations as laid down in the Road Traffic Act and Company policies and procedures.
12. To recognise and assist with the additional needs of children and vulnerable adults, and mobility impaired customers.
13. Any other duties considered necessary for the smooth and efficient operation of the service.

### **MAIN CHALLENGES OF THE JOB**

It is vitally important that passengers are dealt with in a sympathetic and friendly manner, bearing in mind the need to provide a smooth and efficient service in order to maintain a consistently high quality service at all times.

### **PERSON SPECIFICATION**

1. Must hold a valid PCV driving licence.
2. Must be able to demonstrate an understanding of written and spoken English.
3. Ability to work without close supervision.
4. Excellent people and communication skills.
5. A proactive 'want to help' attitude.