

# The Green Transport Company Limited

## JOB DESCRIPTION

<b>Job Title</b>	<b>PCV Driver</b>
<b>Location</b>	Birmingham
<b>Reporting to</b>	Operations Manager
<b>Hours</b>	Flexible. We have full-time, part-time, seasonal and casual opportunities.

### Job Purpose

Bus driving is all about customer service and safety. We think of it as a retail job in a moving shop. Our drivers deliver our customers' experience of our product, and so this is a vitally important role at The Green Bus. We welcome applications from drivers who can work full-time, part-time, seasonally or casually. Our work includes local buses, private hire, rail replacement and buses for major sporting fixtures.

### Main Duties and Responsibilities

Ensuring your bus is safe and fit for service at all times

Operating your bus safely and punctually

Driving safely and ensuring that customers' journeys are comfortable and incident-free

Issuing tickets and checking passes

Accounting daily for the cash you take

Completing company documentation fully and correctly

Cleaning and fuelling buses

Keeping our control staff fully informed of any difficulties you incur

Any other task the company reasonably asks you to undertake

### Knowledge, Qualifications, Skills and Experience

#### Knowledge/Qualifications

Good working knowledge of the West Midlands

Valid PCV licence with fewer than four penalty points

Valid driver CPC

#### Skills

Excellent customer service

Safe driving

Fluent in spoken and written English

#### Personal qualities

Smart appearance - you are clean and wear full uniform correctly and neatly

Reliability - you always turn up for work

Safe driving - you avoid accidents

Trustworthy - you safeguard the company's money