



**JOB DESCRIPTION**  
**Hoy and Walls Community Bus Relief Driver**

**OVERALL PURPOSE**

Deliver community transport in accordance with the laid down rules governing the delivery of a community bus service. Ensure that passengers have a friendly, on time service, implemented to a professional standard. Ensure passenger safety by ensuring all safety checks are up to date and process reports for the on-going internal evaluation of the community bus service. Contribute to the effective and efficient management of the bus community bus service. Must be over 21 and hold a clean driving licence, experience of driving larger vehicles preferred and Midas training welcomed but not essential, full training will be given.

**SPECIFIC DUTIES**

- Drive the community bus in a safe and professional manner in accordance with procedure.
- Assist less able passengers on and off the bus in accordance with Midas training.
- Record and collate passenger usage numbers.
- Reconcile ticket usage and cash and at the end of each day, cash up and store cash securely.
- Complete daily vehicle checks and update vehicle check forms.
- Check road conditions and judge whether it is safe to operate the bus service and inform your line manager if not.
- Ensure good passenger relationships and as the public face of the service ensure you present a high standard of personal appearance and hygiene.
- Undertake any other duties deemed suitable and agreed by the Board.
- Undertake weekend work where required.