



## **Island of Hoy Development Trust**

### **JOB DESCRIPTION**

Hoy and Walls Community Bus Driver

### **OVERALL PURPOSE**

Deliver a community bus service in accordance with the laid down rules for delivering a community bus service.. Ensure that passengers have a friendly on time service and implement that service to a professional standard. Ensure passenger safety by ensuring all safety checks are up to date and process reports for the on-going evaluation of the community bus service.

Contribute to the effective and efficient management of the bus community bus service. Most hold as a minimum a D clarification clean driving licence.

### **SPECIFIC DUTIES**

- Drive the community bus in a safe and professional manner in accordance with laid down 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.
- Ensure good passenger relationships and as the public face of the service ensure you present a high standard of personal appearance and hygiene.
- Ensure vehicles undergo a full safety check.
- Check road conditions and judge whether it is safe to operate the bus service and inform your line manager if not.
- Contribute to actions to ensure that the Trust communicates effectively with the wider community.
- Undertake any other duties deemed suitable and agreed by the Board.

Island Of Hoy Development Trust  
Registered in Scotland as a charity (SC038909)  
Company Limited by guarantee (SC306586)  
Registered Office: 8 Albert Street, Kirkwall, Orkney KW15 1HP