**Job Title: PCV Coach Driver**

**Main Duties: To drive a passenger carrying vehicle in a professional and safe manner, in order to transport customers to and from their required pick up and destination points.**

**PCV Drivers are also required to undertake the following responsibilities in a professional and courteous manner.**

1. Drive vehicles in a professional manner, as would be required during a Department of Transport PCV Test
2. To ensure the vehicle is roadworthy by doing a walk round check and completing a vehicle condition report.
3. To comply with the Highway Code and Road Traffic Act at all times.
4. Report immediately any accidents, incidents or near misses to Transport Supervisor as soon as possible and in any event within 24 hours. Reportable incidents include vehicle damage, third party damage and personal injury.
5. To ensure vehicles are loaded within legal capacities.
6. To treat customers in a professional and courteous manner, and be considerate and helpful at all times when on duty.
7. To carry out duties in a safe and efficient manner.
8. To handle vehicles and any other company equipment with due care and attention.

**9.** To maintain a smart and tidy appearance.

**10.** To comply with health and safety instructions and directives.

**Required Qualifications and Experience**

1. Must hold a valid PCV Licence with no more than 6 penalty points and valid CPC Card.
2. Ability to work under your own initiative.
3. Must be able to demonstrate an understanding of written and spoken English.
4. Good people and communication skills and experienced in delivering customer service.
5. Must be reliable and able to provide suitable references.
6. Working hours will include some evening and weekend work.