Job Description

PSV Driver

Job Title:	PSV Driver
Location:	Rettendon
Employment type:	Permanent
Contract type:	Hourly Paid / Full time
Weekly Hours:	40
Line Manager:	Operations Manager
Closing Date:	-
Salary / Wages:	£15.80 per hour
Legal Entity of Employer:	Central Connect Transport Limited

Job Purpose

To drive our fleet of buses, coaches and minibuses, and other vehicles, as we direct, delivering excellent customer service and providing safe, compliant, high quality and reliable passenger transport services to our clients and customers.

About Us

The Transport Made Simple Group is a technology-enabled transport solution provider. We operate one of the largest independently owned fleets of buses and coaches in the UK, and our mission is to deliver reliable, sustainable public transport, which meets the needs of the communities we serve. We do this by being a great place to work, whilst also being customer centric, cost disciplined and revenue driven. Everything we do is underpinned by our four values of Growth, Excellence, Integrity and Efficiency, which guide our day-to-day operations and longer-term decision-making.

We're a team of 800 colleagues, with a fleet of 400 buses, coaches and minibuses, and we operate from a strategic network of depots across East Anglia, the Midlands and Greater London.

Our Central Connect local bus network has an annual ridership of more than 10 million passengers, delivered in partnership with sixteen Local Transport Authorities. Alongside running local bus services, we provide home-to-school, rail replacement and Demand Responsive Transport services, operate corporate and event shuttle buses and run our own programme of holidays and day trips. We also hire out our buses and coaches to a range of clients, from schools, colleges and local businesses to major names in the travel and tourism industry, such as Leger Holidays, Flixbus and PGL.

Our solutions go beyond moving people - we also support commercial fleet operators across East Anglia with reactive and pre-planned maintenance solutions from our accredited workshops, offering heavy and light vehicle MOTs, bodywork repairs and resprays, heavy recovery and breakdown response, including 24/7/365 roadside tyre assistance provided by sister company Lion Tyres Essex. We also deliver facilities management services on behalf of Norfolk County Council, undertake sundry tasks such as maintaining bus stops on behalf of a range of local authorities, and operate two cafes and travel information hubs in Norwich and Colchester under the Cafe Connect brand.

Main Duties of the Role

- Drive our fleet of buses, coaches and minibuses, and other vehicles, as we direct, to include the operation of local bus services and flexible bus services, contracted corporate / school bus services, private hire journeys and other journeys.
- Conduct a thorough walkaround check of any Motor Vehicle that you are assigned to use, where you are the first user of that Motor Vehicle on any given day or are commencing operation of that Motor Vehicle at any of our operating centres or depots.
- Report any defects identified on any Motor Vehicle in accordance with the prevailing defect reporting procedure.
- Complete light vehicle maintenance duties, namely adding fuel, AdBlue, screenwash, coolant and engine oil to Motor Vehicles and cleaning Motor Vehicles internally and externally, subject to us providing adequate training and personal protective equipment for each specific duty.
- Present a positive overall image of us and the clients on behalf of whom we work, by having a positive, helpful and customer focused attitude.
- Communicate closely with us, in accordance with the prevailing communication procedure, in relation to operational issues, disruption and delays, providing prompt and accurate updates as situations change.
- Drive safely, in accordance with the laws of the jurisdiction in which you are driving, showing due care and attention for your passengers, other road users and the Motor Vehicle that you are driving.
- Manage your own driving licence and driver training records, alerting us to any forthcoming licence expiries and training requirements as required.
- Handle and correctly account for cash paid by customers to you whilst on duty.
- Follow our PSV Driver Code of Conduct, as amended from time to time.

Why Join Us?

- Free travel across the Central Connect bus network and other participating local bus operators
- Discounted day trips, holidays, coach hire and garage services / MOTs
- Free on-site parking
- Free tea and coffee
- Free uniform

Person Specification

- Polite, professional and genuinely customer focused
- Calm and logical under pressure, with strong attention to detail
- Confident using Microsoft Office and Google Workspace
- Comfortable working with digital systems and online platforms
- Able to communicate clearly in writing and by telephone
- Organised and capable of managing both reactive and planned work

Important Legal Information

Transport Made Simple is an equal opportunities employer. We are committed to creating a diverse and inclusive workplace where everyone is treated with dignity and respect. We welcome applications from all suitably qualified individuals regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Selection for employment will be based on merit, skills and experience.

In accordance with the Equality Act 2010, reasonable adjustments will be made for candidates with disabilities during the recruitment process and, where applicable, throughout employment. Please let us know if you require any adjustments at any stage.

All offers of employment are subject to satisfactory pre-employment checks. These may include verification of identity, right to work in the United Kingdom, employment references and, where appropriate to the role, Disclosure and Barring Service checks.

Transport Made Simple processes personal data in line with UK data protection legislation, including the UK General Data Protection Regulation and the Data Protection Act 2018. Information provided during the recruitment process will be used solely for recruitment purposes and handled in accordance with our Privacy Notice.

We reserve the right to close this vacancy early should sufficient applications be received.
The legal entity of the employer in respect of this role is Central Connect Transport Limited.