

# **PART TIME COACH / BUS DRIVER** **CONDITIONS OF SERVICE**

**For the period 1 April 2010 – 31 March 2011**

APPLIES TO FULL PCV LICENCE HOLDERS ONLY

## **Introduction**

The information below details the pay and conditions which apply when you are working for us. Please note that the work you do for this company is extremely important and it is vital that you carry it out to the best of your ability.

### 1. **Rates of Pay**

- 1) For all hours worked the rate of pay will be £6.74 per hour Plus 15pence hourly bonus paid annually
- 2) Unsocial hours payment is now claimable between the hours of 17.00hrs and 07.30hrs the following day on weekdays plus between the hours of 17.00hrs Friday and 07.30hrs Monday morning (all weekend), book 69p supplement per hour, this supplement includes all Bank Holidays.

*Note: This rate also applies to staff who undertake other tasks organised by the company. Any training undertaken will also attract the same rate of pay but not the un-social hours element*

### 2. **Conditions**

We pay on the 11<sup>th</sup> day of each month, when this falls on a Saturday or a Sunday, payment will be made on the preceding Friday.

*Timesheets can be obtained and must be returned to the Traffic Office as soon as possible after the month end.*

- i) You will see that we have a minimum 'turn out' rate:-
  - a) Claim 4 hours 'turn out' rate per school contract am and pm on the same day (unless hours worked are longer including half hour vehicle cleaning)
  - b) However if the school contract immediately precedes or follows Private Hire work only claim hours worked over and above the 4 hour minimum
  - c) Claim 3 hours for the first feeder you do on a given day
  - d) Claim only hours worked on all subsequent feeders during the same day.
  - e) 'Call out' is payable @ £25 for late notice call ups within 8 hours of start time.

3. Vehicle Cleaning

When you collect a vehicle prior to a job; it will be clean; inside and out and ready for use; if it is not, report it to the Traffic Office, Quality Manager or Duty Manager. We insist that on the completion of any job, you empty the ash trays, brush off any crumbs etc from the seats, (this is also a way of inspecting the seats for damage, human mess and lost property) then sweep and mop the inside of the coach.

The vehicle must also be put through the wash and re-fuelled, so it is clean and ready to use again. We reserve the right to deduct pay should this process **not** be carried out properly.

4. Vehicle Damage

It is vital that we reduce the amount of 'own fault' damage that is done to our vehicles. Therefore we have introduced a penalty for all part-time drivers. Should you cause 'own fault' damage to any Johnsons vehicle, £30.00 will be deducted from your earnings for that month as a penalty. The policy will be implemented and controlled by Simon Smith, in conjunction with Tony Wallace, with assistance where necessary by directors, Peter and John Johnson. There is an appeal procedure in place; appeals should be lodged in writing within 5 days of the incident and the case will be heard by one of the directors.

5. Holidays

You are entitled to the same benefits pro-rata with our full time employees. Basically that means you may claim one hours paid leave for every 13 hours work. This will be worked out quarterly in arrears and carried over quarter to quarter. To be taken at your convenience. (See conditions for Coach Drivers) in our Operations Manual.

6. Continuous Employment

Please understand you are a part time employee, employed as and when you are available and willing to assist us to cover work. As you are free to choose when and who you wish to work for, we believe there is no continuous employment. However we appreciate your loyalty when picking us as your first choice.

7. Uniform

You will be entitled to the following uniform provided by the company, anything that you may feel you will require over and above these requirements will be ordered for you but these items will have to be paid for by yourself.

- 1 x winter overcoat
- 1 x premier jacket
- 2 x shirts - either long sleeved or short sleeved
- 1 pair of trousers
- 1 x slipover jumper
- 1 clip on tie

8. Conclusion

We are very aware of the valuable work you do for this company and our customers. We need you to be motivated to achieve the highest standards of customer service. We believe that the details of this package reflect this.

This document will be read and applied in conjunction with the company's Operation Manual which can be found in the Drivers room or outside the Private Hire office. We particularly draw your attention to sections on Drivers Daily Defects and Drivers Hours & Records.

Your Contract of Employment will also have the same details of this document for your agreement. Should you have any queries please contact either myself or any member of the Traffic Office.

As at 9 November 2010