



ARE YOU A PROFESSIONAL?

LOOKING FOR A CHALLENGE?

then join our

BUS DRIVING TEAM

INTRODUCTION

Thank you for your interest in Johnsons Bus and Coach Travel; you will of course have many questions concerning the company and your long-term prospects.

We have attempted in this information leaflet to answer the questions you may have, in order to help you make your decision on whether to join us as a professional Bus Driver.

So what does the job entail?

Bus driving is a professional vocation and is one of the most challenging driving jobs there is. You will be transporting different people and different age groups from 4 year olds to 90 year olds on different bus routes every day. Our customers will expect you to know where you are going...and you will be expected to provide excellent customer service along the way!

The hours are very varied and are set by the requirements of that particular days shift and every day offers variety and different challenges. Working at Johnsons means that your passengers will vary greatly every day.

One of the other benefits of being a bus driver is that you are more or less "your own boss" while you are out on the road, and your efforts to please your passengers will create tremendous job satisfaction for you and be appreciated by our customers.

Finally, we operate an up to date fleet of buses equipped with the latest electronic wayfarer ticket machines.

What basic qualifications and skills do I need to join Johnsons Bus and Coach Travel

Driving licence requirements

- ❖ Ideally you need a clean driving licence for PCV (category D). Convictions for road traffic offences are taken into account when applications are made.

Health requirements

- ❖ You must be in generally good health to undertake bus driving work and comply with PCV medical requirements.

Driving a bus with passengers on board is obviously a very responsible job and like any job it can be tiring at times. Therefore good health is essential.

What makes a good bus driver?

It is important right from the start that you view bus driving as a professional career and the ideal bus driver, due to the varying nature of the work, possess the following:

- a cheerful and friendly personality.
- a positive and enthusiastic attitude to work.
- a desire to please and help customers.
- good communication skills, both talking and listening!
- good geographical knowledge
- high quality driving skills, with a strong awareness of hazard perception and a total commitment to safe driving.
- an acceptance of flexible working hours!
- A smart appearance
- honest and trustworthy

What are the stages to becoming a Johnsons Bus driver?

Having been recognised as an “*Investor In People*” since 2000, we do take training very seriously here at Johnsons. Consequently we have devised six clear steps or “stages” to becoming a successful Johnsons bus driver

They are as follows:

Stage 1 This is where you are now. After reading this leaflet you will complete the application form and return it to us.

Stage 2 Successful candidates will be offered a “try-out day”. This is your opportunity to experience first hand “what it is like working at Johnsons Coach and Bus Travel”. We will put you in the care of one of our experienced drivers for a day or half day, travelling with him on a real live bus shift.

Stage 3 The candidates who pass the “try-out day” and who are happy with the company are then offered an interview here at our offices. The interview will include a geography and map test, a Highway Code test, a PCV driving assessment, as well as the formal interview itself.

Stage 4 Successful candidates will be offered employment as a bus driver and be asked to read and sign a “contract of employment” which provides details of your employment with Johnsons Coach and Bus Travel.

At this stage you will also be required to undertake a CRB (Criminal Records Bureau) check. You will also be requested to give permission for you license details to be checked with the DVLA. You will need to complete both forms and we will send them off to the relevant authorities. (Please note that the CRB check is required for all of our drivers, as your work will require you to be in contact with young people). Should you fail your DVLA or your CRB check then your employment will be automatically terminated.

Stage 5 You will commence your employment as a bus driver, under the full instruction of our training team. You will also of course at this stage join the payroll! You will be issued with a uniform and a training log with details of all the various elements of both your “in-vehicle” and “in-classroom” training. There will also be regular appraisals of your performance and progress and you must pass each appraisal before continuing to the next elements of the course. Please note that we reserve the right at any time to terminate your training and employment if we believe that your performance and progress is unsatisfactory. You will be monitored regularly and will have to complete a 3 month trial period.

Stage 6 This is the final stage and the start of your year as a ‘Newly Employed Driver’ (NED). You will remain at NED status for one full year including your 3 month trial period during this time, although you are a qualified bus driver, you will remain under the authority of our training team.

This is due to the fact that your first year with Johnsons Bus and Coach Travel must be carefully managed with additional support, help, and advice. There will also be further in-classroom training that will include subjects like driver’s hours, customer care, first aid and disability awareness. Finally, during the whole year there will once again be performance and progress appraisals, which you will be expected to pass.

During this time you will also receive mentoring experiences for example, travelling on Johnsons buses as a second driver, with an experienced driver to help you learn the ropes and routes. After a full 12 months your training log will then be complete and a certificate will be issued to you.

What can you expect to earn as a bus driver?

An important question of course!

- ❖ While you are at stage 5 and route learning you will be paid at the rate of £7.53 as you will be mentored by one of our more experienced drivers.
- ❖ The standard rate of pay for Monday to Friday is £8.06 per hour. The actual hrs paid per day will be according to the shift hours that you perform.
- ❖ The rate for Saturday and Sunday is £8.82 per hour, this reflects the unsociable element of working weekends.
- ❖ There is also an opportunity to earn extra enhanced pay by volunteering to assist on our coach operations or work one of the rest days that you will receive

Additional Benefits

- ❖ You are also paid an accrued bonus which is paid annually (£600 per year). This bonus, or part of it, is lost in the event of poor performance, for example; damaging your bus, providing poor customer service, or for not wearing your uniform properly.
- ❖ After 5 years' service we do include you in our company pension plan and provide a contribution of £30 per month.
- ❖ You are entitled to 20 days holiday per year plus bank holidays.

What are the conditions of employment and uniform allowance?

Yes of course we do have detailed Conditions of Employment, which are too numerous to list here. They are not onerous and are simply based on our commitment to excellent customer service and commitment to continuous improvement. You are welcome to inspect them during any stage of your training with us, so please just ask. Furthermore, upon commencement of Stage 5, you will receive an in-depth 3 day induction course, which includes a fairly detailed look at conditions of employment and policies and procedures.

With regard to uniforms, we do provide a uniform, which we expect you to wear at all, times when driving. Once you have been accepted onto the training course at Stage 5, you will be provided with a full uniform issue.

What commitment is required and what are the longer term prospects?

The Employment contract provides details of your responsibilities during your Employment with us and you may ask to see a copy of it at any time.

We do of course hope that your career as a Johnson's bus driver will be a long, successful and enjoyable one.

Finally, we do encourage all staff to become members of the Institute of Advanced Motorists (I.A.M.) by taking an additional driving test. Entry to the Institute strongly encourages defensive driving and increased levels of hazard perception. We recommend it highly.

CONCLUSION

So there you have it, a quick introduction to a career as a bus driver for Johnsons Bus and Coach Travel. Yes, the job can be demanding at times, but every day you will meet new people and enjoy new experiences.

We hope you will choose Johnsons as your employer, we have been established since 1909 and are very much a friendly family company. The company is still very much an independent family run business and Peter and John Johnson are still very much "hands-on" Directors. We take great pride in providing excellent customer service, and it is very much for this reason that we are now one of the Midlands largest and most successful coach operators. This success is highlighted by the fact that we have won "Coach Operator of the Year" twice for our vehicle fleet size category, plus there have been many other awards for us over the years for training, brochures, and holiday programmes. We have also due to the hard work and commitment of our bus driving team been awarded the bus industry "Excellence Award" for Bus Operator of the year 2006 in the category of 11- 30 vehicles. A great accolade for all.

Should you have any questions at all with regard to the above information, then please just call one of the contacts on the list below.

Thank you for taking the time to read this leaflet and thank you for your interest in Johnsons Bus and Coach Travel

Tony Wallace, Training & Development Manager 01564 797058

Bim Nayer, Chief Driving Instructor " "

Travel with JOHNSONS – Travel with Friends

All information is correct at April 2010.