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# becoming a bus driver

for bluestar



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bluestar

**THANK YOU FOR CONSIDERING A CAREER AS A BUS DRIVER. THIS IS A HIGHLY RESPONSIBLE POSITION IN WHICH YOU WILL BE ENTRUSTED WITH THE SAFETY AND WELLBEING OF OUR CUSTOMERS.**

**Bluestar is committed to the development of our colleagues and we will:**

- provide you with the necessary training to gain your professional bus driving licence
- train you to achieve the CPC (Certificate of Professional Competence) which all bus drivers must attain
- support you with regular training and development throughout your career



## ABOUT US

Bluestar started life under the Solent Blue Line name, as a subsidiary of Southern Vectis, in 1987. With its striking yellow and blue colour scheme, at the time, it offered the people of Southampton a fresh and new alternative in bus travel. We've changed a lot since then as we keep on evolving, but our current network of bus services in Southampton, Winchester, the Waterside and many places in between makes Bluestar the main inter-urban bus operator in Southern Hampshire.

We also operate Unilink, created in 2001, to transport University staff and students between teaching sites and halls of residence, whilst also providing a service that is open for everyone to use.

We pride ourselves on our customer service, punctuality and ease of use. All buses are low floor and easy access - and we have spaces available for wheelchair users.'

## OUR VISIONS & VALUES

Our Vision is to be the Company that people want to work for, travel with and use.

**We'll achieve this by being:**

- at the heart of the communities, we serve
- a Company that people want to work for and hold in high regard
- a Company delivering the very best customer experience

**Our values are:**

- Trusting people and taking personal responsibility
- Being down-to-earth 'can-do' people
- Building relationships and working together
- Staying one step ahead and being adaptable



## DRIVING LICENCE REQUIREMENTS

You must have held a valid United Kingdom CAR driving licence for a MINIMUM of six months, have no more than THREE penalty points on your licence at the time of application and have no pending motoring offences at the time of application.

We will not accept any application if you have been disqualified from driving within the past 5-years, and also if you have ever been convicted of certain offences, such as driving without due care and attention, alcohol/drug or mobile phone use.

## WHAT'S INVOLVED IN BECOMING A BUS DRIVER?

### Before employment:

- Interview & assessment
- Medical examination
- Apply for provisional bus licence
- Pass theory, hazard perception and case study tests – you will usually get two opportunities to pass these tests

### Basic training during employment:

- Practical training with one of our experienced driving instructors in one of our specialist training buses
- The practical driving test – you will normally get two chances to pass this test
- Ticket machine training
- 'Bus-Plus' practical training, mimicking what a bus driver does on a day-to-day basis, but without being in-service
- Mentor training – practical training on a real bus in-service accompanied by one of our driver mentors

## DO I GET PAID DURING MY TRAINING?

### Yes, you do!

You will be paid our training rate (see final page). Your pay will increase once your training is complete.

## WILL IT COST ME TO GAIN MY BUS DRIVING LICENCE?

### No, there is no upfront cost to gaining your bus licence.

Only if you leave our employment before you have completed 3 years' service.

It costs us around £6,000 to train you. You will not be asked to pay any of this money, unless you leave the Company within 2-years.

Once you have passed your PCV practical test, for the first 18-months of your employment, the Company will deduct £10.00 from your wages each week.

When you complete 2-years continuous service, this money will be paid back to you as a lump sum of £780! If you leave for any reason within the 2-years period, this money will be forfeited, and you will be required to pay the following additional sums as the Company will also have made a significant investment in developing your skills:

Leaving employment within the below time after completing your initial training and acquiring your bus licence:

If leaving the Company within 6 months of obtaining a PCV licence	£ 2,500 <sup>00</sup>
If leaving the Company after 6 months but within 12 months of obtaining PCV licence	£ 2,000 <sup>00</sup>
If leaving the Company after 12 months but within 18 months of obtaining a PCV licence	£ 1,500 <sup>00</sup>
If leaving the Company after 18 months but within 24 months of obtaining a PCV licence	£ 0 <sup>00</sup>





# WHAT IS INVOLVED IN THE ROLE OF A BUS DRIVER?

## Focus on customers

The success of Bluestar is hugely dependent on how we value our existing customers and, on our ability, to encourage new customers to use our services. We expect all colleagues to provide a quality service and to go the extra mile. If you don't have a desire to work with people and go the extra mile, this may not be the job for you.'



## Shift work

Shift work means that you will be required to work either very early or very late on some days. You will be required to work four or five days a week, on a rota basis including regular Saturday and Sunday working. You will also be required to work on Bank Holidays or other public holidays including the Christmas period (Christmas Day is voluntary).



As with all shift work, a degree of flexibility is required. Due to the complex ways we have to schedule our buses and services, daily duties can vary in length and start times, so you must be organised and plan ahead.

## Working under all conditions

Once trained, you will be required to operate a number of different routes and some may suffer from significant traffic congestion. You will need the skill and patience to be able to concentrate under difficult driving conditions and maintain high standards of safe driving and customer care in all circumstances.



Apart from in exceptional circumstances, you will be expected to complete your scheduled duty even if occurrences, such as traffic delays, have made you late. If this occurs, you will be paid for the late finish in accordance with current depot agreements.

## Handling money

You will be issuing tickets and handling potentially large amounts of cash and will be responsible for any money you take until it is paid in at the end of each working day. You will also be accountable for any discrepancies and any shortage will normally be deducted from your wages.



## Uniform

Our image is extremely important to us and you will be expected to look smart and presentable at all times. We will provide you with a uniform, which must be always worn correctly whilst on duty.



## Overtime

There may be opportunities to work overtime on either your rest day, or in addition to a normal day's work. This is voluntary and paid at the overtime rate and must be in line with driving hours and working time regulations.



## Holiday

You will be entitled to 5 weeks paid annual leave after 1-years service, and 4-weeks in your first year, plus 8 paid days for bank holidays. This is pro-rata.



## Free bus travel

You will be provided with a free travel pass, which may be used to travel on all Go South Coast services at any time. You will also be entitled to a free partner pass.



## The Pay

	hourly rate	overtime
<b>initial training</b> approx the first 7 weeks until initial training is complete and you go solo	<b>£13</b>	
<b>after training</b> upon completion of training and going solo	<b>£14</b>	<b>£17.50</b>

