



Comhairle nan Eilean Siar

Employment Package

Salary: £14.39 per hour

Distant Islands Allowance: £1.55 per hour

Weekly Working Hours: Various

Duration: Relief

Employee Benefits

- Comprehensive induction
- Employee Assistance Programme



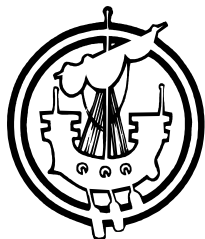
Relief Bus Driver

Western Isles

Job Purpose

To undertake driving duties, ensuring the buses are operated to the standards required by the Statutory Authorities and the Comhairle.





COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Relief Bus Driver	Job Number:	Various
Department:	Chief Executive's Department	Grade:	D
Location:	Western Isles	Date:	2026
Responsible To:	Chargehand Bus Driver		

Job Purpose

To undertake driving duties, ensuring the buses are operated to the standards required by the Statutory Authorities and the Comhairle.

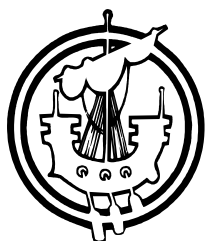
Duties

1. To undertake driving duties, to carry school children and fare paying passengers on routes designated by the Comhairle.
 2. To be responsible for the safety of passengers.
 3. Issue tickets and maintain appropriate records, ensuring records complete for handing in at the completion of each shift.
 4. To operate electronic ticketing equipment including customer smartcard transactions.
 5. To complete all necessary paperwork including driving time sheets within the required time scales
 6. To be responsible for the security of all ticket money received and deposited at the end of the shift.
 7. To undertake internal and external cleaning of the buses to the standards set out by the Comhairle.
 8. Ensuring that all routine maintenance (e.g. oil and water checks) is carried out on the bus, pre shift safety checks and that all identified faults are recorded in the Driver Defect book and reported promptly to the Chargehand.
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General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
3. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
4. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

5. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
6. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



COMHAIRLE NAN EILEAN SIAR

Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE:

Relief Bus Driver

POST NUMBER: Various

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Bus route and service timetable basic awareness.	D1	Detailed Knowledge of the bus routes operated by Bus na Comhairle.
Skills and Abilities	E2	Ticket and fare management.	D2	Experience of operating electronic ticketing machines that accept smartcard transactions.
	E3	Ability to complete vehicle defect reports and driver hours records.		
	E4	Ability to fill in timesheets and understand travel timetables.		
	E5	Communication skills.		
	E6	Good customer care skills.		
Education and Experience	E7	Current full class D (PCV) driving entitlement.	D3	Experience of driving passenger carrying vehicles of varying types and sizes in particular over 9 meters.
	E8	Holder of a valid driver CPC qualification or be willing to complete training programme to achieve it if CPC qualification has lapsed.		
	E9	Experience driving passenger carrying vehicles.		
Other Factors	E10	Flexibility regarding availability for driving duties on split shifts, evenings and Saturdays as required for the benefit of the service.	D4	Knowledge of Gaelic and/or commitment to learning the language.
	E11	Appointment will be dependent on passing a driver medical assessment.		