COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Chargehand Bus Driver	**Job Number:**	4776
Department:	Chief Executives	**Grade:**	E
Location:	Marybank Depot	**Date:**	2026
Responsible To:	Bus na Comhairle Foreman		

Job Purpose

To supervise the bus drivers on the day to day operations of Bus na Comhairle. To issue driver duty boards and assist with the production of the weekly driver rota. Liaise with Garage Service to ensure Service fault reporting and Safety checks are carried out for all Vehicles. To undertake PSV driving duties on local public and school bus services, ensuring the buses are driven to the standards required by the relevant Statutory Authorities and the Comhairle.

Duties

1. To supervise the bus drivers on the day-to-day operations including the issuing of driver duty boards, produce vehicle utilisation records, daily log in/out information and collect Fuel Receipts.

2. To assist the bus foreman on the deployment of drivers within the scheduled rota including relief drivers to cover staff shortages including those at short notice.

3. To assist the Bus Foreman in the logging and scheduling of holiday requests.

4. To maintain driver weekly timesheet records and all incident and vehicle defect reports. Liaise with Garage Foreman on scheduling for Service and Vehicle Safety checks.

5. To carry out PSV bus driving duties on a rotating fortnightly roster covering timetabled public and school services as well as occasional private hires.

6. Operate the electronic ticket machine and issue tickets and maintain appropriate records.

7. Assist the Foreman and Transport Manager with driver training in the use of electronic ticketing machines and relay any updates as required.

8. To keep good communications with drivers on duty, Bus Foreman and Garage Services Mechanics. Assist if required in the event of vehicle roadside assistance and recovery.

9. Checking that all drivers complete all routine vehicle maintenance checks carried out on the bus and that all faults are recorded and reported immediately to the Chargehand. The Chargehand will be responsible for all oil, water start-up and Ad-blue checks for all Vehicles including the spare vehicle that are due to start pre 07:15.

10. To wear the corporate standard clothing supplied to bus drivers whilst on duty.

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 compliance with Standing Orders and Financial Regulations of the Comhairle.
3. 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.
4. 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.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. 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.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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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.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Bus route awareness, understanding of travel timetables and revisions to Registered Service timetable. E2. Ability to monitor staff performance of routine PSV safety inspections.	D1. Detailed Knowledge of Domestic and EU Driver working hour regulations
Skills and Abilities	E3. Ability to work on own initiative. Ticket and fare management. Basic maintenance of ETMs and willingness to learn routine back-office functions. E4. Ability to complete and monitor vehicle defect reports, paper or digital and take appropriate action as required. Check driver hours records. E5. IT Skills using Microsoft Office 365. Ability to edit/create/format spreadsheets and word documents. Demonstrate good file keeping practices. E6. Ability to create, check and amend timesheets and rotas. E7. Good Communication skills with garage services, management and drivers. E8. Good customer care skills.	D2. Experience working with Electronic Ticket Machine Back Office software.
Education and Experience	E9. Current full class D (PCV) driving entitlement. E10. Holder of a valid driver CPC qualification. E11. Experience in all aspects of driving passenger carrying vehicles of varying types and sizes.	D3. Either Hold a Transport Manager CPC or be willing to progress towards this qualification.
Other Factors	E12. Flexibility regarding availability for driving duties with regular unsociable hours (early starts), evenings, split shifts and regular Saturdays as required for the benefit of the service.	D4. Ability to speak Gaelic. **CONTINUED ON FOLLOWING PAGE**

	E13. E14. Appointment will be dependent on passing a driver medical assessment.	