



New Driver Training Pack



Intro

Thanks for contacting Adventure Travel and expressing an interest in joining our Trainee Bus Driver program. This pack has all the information you should need to decide if you would like to kick start your career as a bus driver.

You have been sent this pack after speaking to somebody in our Recruitment Team and we think you are exactly what we're looking for in our Bus Drivers - we really think you'll love the job and being part of the team.

We offer a fantastic training package; we pay for every part of your training and even pay you while you train!

You've just made a massive step towards this amazing job – very well done indeed!

Being a Bus Driver

Working as a Bus Driver is a great career where your office view changes every day and each day is slightly different. You get to meet some great customers along the way and you really do provide a service to the local community.

To drive a bus, you must first have a full car driving licence and then obtain a provisional bus driving licence (D2 & D4). To start training for the bus licence a driver has to pass three theory tests (Multiple choice, Hazard perception & CPC) and two driving tests (on-road and reversing)

Once you have passed the tests you will be out on the road with a mentor driving a bus!

From interview to starting in our Training School is normally one month and a further month in the Training School to pass all of your tests. *Just think that from reading this pack you could be in the driving seat within 8 weeks!*

Working as a bus driver involves a variety of different shifts, we have a service which we provide to the public and work mornings, evenings and weekends.

You will be paid while training, your rate of pay will depend on which depot you join. The current rate of pay for trainees is as follows:

Cardiff £10.65
Taff's Well £10.25
Swansea £10.25

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While you are training you are contracted to thirty hours a week while in the classroom (normally only one to two weeks)

When you are out on the road you will be paid forty hours a week. Training is from Monday – to Friday.

All classroom training is between 9:00 AM – 15:00. For thirty hours a week.

First Steps

After reading through this pack if you would like to get behind the wheel of a great career then contact us at Jobs@AdventureTravel.Cymru or call the Recruitment Team on 02920 442040 to arrange an interview.

Once you have arranged an interview you will need to order D2 & D4 forms free from the DVLA. This will allow you to get a provisional bus licence:

<https://forms.dft.gov.uk/order-dvla-forms/>

Interview

We can arrange an interview between 8:00 AM – and 16:00 from Monday to Friday.

Interviews are held at our Head Office – Coaster Place, Cardiff, CF10 4XZ

When you come for an interview, it will consist of two parts:

- A written assessment
- Face-to-face interview

If you are successful following the interview then we will arrange for you to have a medical with our company doctor.

The doctor will complete your D4 and give it back to you. Once you have completed your medical, please complete your D2 and give all documents to Lauryn Tunnell to send on to the DVLA.

Information on how to complete your D2 can be found following the link below (Copy and paste the link on Page 3 into your browser.

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How to complete your D2:
www.youtube.com/watch?v=lgzI2MwMAIA

You should receive your driving license within three weeks of the DVLA getting your application and once you have got your licence back we can book you into our Training School.

Induction & Classroom Training

Once you have your licence back, we will book you in for an induction. After you have completed your induction, you will be part of our Training School.

For the first week or so you will be in the classroom training for Hazard perception, Multiple choice, and CPC pt1. Your theory test will be booked when you are ready.

If you pass then we move on to Step 2. If you don't pass then we will rebook your test, you have to wait three clear days before you can re-sit, while you wait for the next test you will be given extra training on areas that you need to work on.

On-road Training

During on-road training, you will increase from 30 to 40 hours a week and start to train on the road. You are normally on the road for 2 – 3 weeks before your practical test, we wait until you are ready before we book your test.

If you fail your test then you have to wait three clear working days to re-sit your test. While you wait for the next test you will be given extra training on areas that you need to work on.

Finishing touches

After you have passed all of your tests you will be fully qualified. Before you go out with a mentor you spend a few extra days in the classroom and out on the road to learn: about different types of vehicles, routes, how to use a ticket machine, and best practice.

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Mentor Training

You will be assigned a mentor and you will go through the mentoring process. The mentoring process includes route learning, how to sign on and off, how to check your rota, using ticket machines, and day-to-day being a bus driver.

The mentoring process can take between 1 – 3 weeks. Once you have finished with your mentor and have been signed off you will move onto your garage rota.

Solo on the road

When you are signed off by your mentor and out on your own you will move onto your own garage rota.

We have standard (40 – 45 hours a week) and heavy rotas (50 -55 hours a week) for you to choose from.

All of our rotas are 5 over 7 which means you work five out of seven days a week. As a bus driver, your minimum standard working week will be 40 hours spread over five days out of seven.

Your hours of work will vary as our business depends on us providing a service to customers.

Other

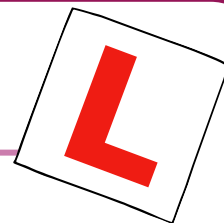
You generally get two chances at passing your driving test. If you are unsuccessful after several attempts, we would not continue the training and we would not charge you for any of the training if you wanted to pass your test on your own through a third party, we would be more than happy for you to join our team as a qualified PCV driver.

All the tests and training provided to enable you to become a qualified PCV driver are not charged if you stay with us for two years after passing your test. The total cost of the training is £2,400. For every full month, you are employed with us we will deduct £100 from the total figure of £2,400, therefore completing your two years of service will mean that your training is not charged. If you leave the Company after you have completed your training but before completing two years' service, any outstanding balance of the Training Bond will be deducted from your final pay, i.e. if you leave after say 18 months you will owe the company £600

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At the end of this training, you will have your CPC – Certificate of Professional Competence. This means you can drive a bus or coach with passengers on. Your CPC lasts for five years and within five years you have to do 35 hours of CPC training, or seven hours every year. We provide your CPC training for free while you work with us, and we even pay you while you're on the course, unlike many bus operators.

You've just made a massive step towards this amazing job – very well done indeed!

We look forward to you joining our team as a trainee. If you have any questions about the training process then contact the Recruitment Team at Jobs@AdventureTravel.Cymru



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