

**MACCLESFIELD**

**RADIO**

**CARS**

## **JOB DESCRIPTION**

### **DRIVER**

<b>Responsible to:</b>	Operations Manager.
<b>Responsible for:</b>	Transporting passengers in a safe and efficient manner ensuring that Service Levels are achieved.
<b>Salary:</b>	Commission of 40%.
<b>Hours of Work:</b>	Days/Nights/Weekends. (One shift or more the choice is yours)
<b>Flexibility:</b>	Full and Part-time work available. Saturdays and Sundays also available.

#### **Requirements:**

Must have held a full UK/EU drivers licence for 12 months or more.

Must be aged over 25 years of age and under 65 years of age.

Must be prepared to undertake the Macclesfield Borough Council Licensing Application including Criminal Records Bureau Disclosure and Driver Medical.

#### **Assistance/Training:**

The Company will pay the cost of the Macclesfield Borough Council Licence Application £75 and the Criminal Records Bureau Disclosure £36.

All drivers will undertake an induction process before receiving a vehicle.

#### **Duties and Responsibilities:**

Ensure that customer service levels are achieved and client expectations are met (or exceeded).

Ensure that the vehicle provided is driven in a legal and safe manner at all times.

Ensure that the vehicle provided is presented in a clean and tidy manner.

Ensure that all scheduled work allocated is completed in a prompt and efficient manner.

Ensure that communication is maintained at all times.

#### **Skills/Attributes Required:**

Proven people management skills

Excellent communication skills.

Flexible attitude to work.

Self Motivated.

Must be smart and presentable.

# APPLICATION FORM

Post applied for		How did you hear of this vacancy?	
Mr/Mrs/Ms/Ms	Surname	Forenames	
Address	Gender	Date of Birth	
	Home Telephone	Mobile	
	Nationality	Do you need a work permit?  YES/NO	
	Do you hold a clean Driving Licence? YES/NO If no, please give details:		

## Education, Qualifications & Training

School/College/University/Company	From	To	Examinations Taken Results - Grades

## Employment History

Name and address of Employer And Type of Business	Dates (month/year)	Position Held	Reason for Leaving
	From  To		
Brief description of duties			
	From  To		
Brief description of duties			
	From  To		
Brief description of duties			

## Referees

Please give details of two referees, one of which should be your present/last employer:

<b>Name:</b>  <b>Address:</b>   <b>Tel:</b>	<b>Name:</b>  <b>Address:</b>   <b>Tel:</b>
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May these references be taken up without any further authorisation from you?    YES/NO

I confirm that the above information is correct to the best of my knowledge

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return to:  
Macclesfield Radio Cars, 105 Chestergate, Macclesfield, Cheshire SK11 6DP