

Maxine Curry

Bus Operator

AREAS OF EXPERTISE

Driving buses
Customer service
Planning routes
Safety procedures
Team meetings
Bus maintenance

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

CONTACT

Maxine Curry
Dayjob Ltd
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A punctual, polite and safety conscious Bus Operator who has extensive experience of driving buses over fixed routes on time and in accordance with designated schedules. Maxine is committed to making sure her customers always enjoy a safe, pleasant and comfortable journey. To her being a Bus Operator is about more than just driving a bus, it's about making a difference to a person's day by offering them a friendly smile and helping them in any way possible. Right now, she would like to join a reputable bus company where she can build a long-term career.

WORK EXPERIENCE

Company name – Location

BUS OPERATOR Jun 2013 – Present
Responsible for driving buses in a safe and considerate manner to a number of destinations along pre-arranged routes.

Duties:

- Operating the bus over the prescribed route, and following the correct time schedule.
- Answering questions from passengers regarding route and time schedules.
- Cleaning the bus at the end of each shift, in preparation for the next shift.
- Taking fares from passengers, issuing them with tickets & giving them back change.
- Getting passengers to their final destinations safely and on time.
- Carrying out regular weekly condition checks on buses that are to be driven.
- Keeping the bus in a clean, safe and tidy condition during the course of the day.
- Reporting to the emergency services any accidents witnessed during a journey.
- Completing all necessary paperwork at the start, during and end of a journey.
- Driving buses around the country on all manner of busy roads and motorways.
- Reporting to senior managers any accidents or incidents that occur during a journey.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Being courteous to passengers whilst they are getting on and off the bus.
- Giving advice to passengers on the best route to take to get to their destination.
- Assisting elderly passengers and those with luggage to get on and off the bus.
- Transporting passengers with disabilities in a respectful and helpful manner.
- Always dressing in a professional manner that portrays a positive image.
- Willing to cover shifts at short notice if another bus operator calls in sick.
- Following strict procedures relating to any breakdowns, accidents and emergencies.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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