

Job Description: Duty Manager

Reports to: Operations Manager

Location: Based in Slough

About The Coach Travel Group:

Backed by H2 Equity Partners, The Coach Travel Group is the UK's leading and largest private coach group, operating over 500 vehicles and employing over 700 people. The Coach Travel Group is experiencing exciting growth and seeking a dynamic Sales Manager to join the team.

Role Overview:

Readybus Ltd is a leading coach operator, Part of The Coach Travel Group - operating in the UK and Continental Europe.

We have an exciting opportunity for a Duty Manager, based at our slough depot, who will utilise and control resources to ensure maximum levels of service delivery, and to ensure full compliance of company procedures and cost controls. You will also provide supervision of drivers on all services and hires.

As the successful candidate, you will hold a PCV licence or willing to gain a PCV Licence, and demonstrate excellent communication, oral and written and have a working knowledge of the industry. You will demonstrate experience at being well organised, and have experience of working within an agile environment, whilst possessing the ability to be decisive and take ownership of responsibilities.

Please note this is a 5 on 3 off rota shift pattern, working 05:00 - 14:00 & 14:00 - 23:00 then on call out of hours.

Key Responsibilities:

- Liaise with Drivers, the Sales Team, Engineering & External customers with regards to all operational requirements, in person, by telephone, and by electronic methods such as email.
- Monitor, record and ensure compliance with company procedures to include drivers' hours and Tachograph regulations.
- Provide timely communication to all staff about incidents/accidents, school service or hire delays and disruptions.
- Deal with breakdowns, late running, accidents and any other incidents affecting services and staff. Arranging coach procurement outside office hours to cover breakdowns/incidents.
- Control and allocate duties so the scheduled and planned operations are undertaken whilst maintaining efficient cost controls through driver allocation and efficient fleet movements.
- Where appropriate, to download and store data from the vehicle digital tachograph unit (at least every 90 days) and from the Drivers tachograph smart cards (at least every 28 days)

Candidates with a PSV Transport Manager CPC will be given priority during the application process or be willing to obtain.

Salary:

Base from £42,100.00 depending on experience

Benefits:

- 25 days annual leave + 8 bank holidays
- Workplace Pension (3% employer and 5% employee contribution)

To apply, please send your CV and a covering letter to careers@readygroup.com