

### About our client

As a one-stop concierge hub for businesses, our client aspires to lead through pioneering innovative strategies and harnessing cutting-edge technologies, instilling confidence in individuals and organizations. From facility management to customizing digital assets and spearheading unique talents, our client stands committed to serving their clients' needs amidst the complexities of an ever-changing world.

### Requirement

Our client is hiring heavy duty bus drivers with valid license # 6 for UAE for one of their divisions. Given below are the specifications pertaining to requirements and benefits.

Job Title: <b>Heavy Duty Bus Driver</b>	Department: AYDI (Aviation)
Grade: NS2	Line Manager Job Title: Supervisor
Job Family: Operational Support Services	Line Manager's Manager Job Title:
Reporting Staff (Y/N): N	No of Positions (Single/Multiple): Multiple

### Job Accountabilities

(Highlight the key result areas / functions of the role in order of priority and also indicate the time allocation to each of these functions).

<b>Job Accountabilities</b> (Briefly explain 4 to 5 main accountabilities of your role.)	<b>Time Allocated</b> (% age of)	<b>Performance Measure</b> (List 2 to 3 key objectives of each accountability area.)
<b>1. Passenger Transport</b> Shall be courteous at all times and must be willing to provide assistance to passengers without being prompted, Shall meet and greet passengers while embarking and disembarking the bus as part of the service delivery. Operate passenger buses in accordance with standards and work instructions or regulatory requirements, for movement of passengers as directed by system or Supervisors. must ensure passengers are seated and secured whilst standing before the bus is in motion and are transported in a safe and secure manner. If automated allocation system fails and manual allocation is performed, trip records is to be maintained (Pick up/drop off location, trip mileage, waiting time and any related information)	20%	– Trip Turn Around Time – Number of Trip – Passenger Safety – Passenger Feedback
<b>2. Vehicle Check, safety and cleanliness.</b> Ensure to maintain vehicles in a safe, clean and reliable manner, without endangering personnel or property. carry out daily prescribed maintenance checks to ensure vehicles are in good working conditions at all times. Adequate level of fuel (minimum of 20%) is maintained during operational use and pre handover. Inspects assigned Bus Pre/Post operation to ensure presentation in order, availability of PDA, serviceable fire extinguisher, to ensure serviceability and safe for driving before and after use. Ensure all defects are reported to the supervisor	20%	– Passenger Seating clean and neat from any dirt or stains – Exterior of Bus free from dust or dirt – Daily report submission on preventive maintenance – Follow safety rules and airside driving regulations (100%)

<p><b>3. Schedule</b></p> <p>Commute and transport personnel and materials in a safe and efficient manner as per the assigned schedule. Maintain vehicle log and its registration documents at all time. All buses to have Display boards to reflect based on activity performed. Ensure changes in Standard Operating Procedures are read and acknowledged at all times and awareness of route / airport layout changes</p>	20%	<ul style="list-style-type: none"> <li>– Meeting Timelines</li> <li>– Availability of Log-book</li> </ul> <p>Wear client uniform and PPE (100%)</p>
<p><b>4. Communication and Coordination</b></p> <p>Establish good relations with passenger, client &amp; personnel for better customer service.</p> <p>driving in a manner that is safe &amp; courteous to other road users thereby safeguarding the reputation of company. Communicate consistently with Ops team for any accidents and incidents. Operate passenger buses in accordance with standards and work instructions or regulatory requirements, for movement of passengers as directed by system or Supervisors. Adequate level of fuel (minimum of 20%) is maintained during operational use and pre handover</p> <p>Inspects assigned Bus Pre/Post operation to ensure presentation in order, availability of PDA, serviceable fire extinguisher, to ensure serviceability and safe for driving before and after use. Ensure all defects are reported to the supervisor. Drivers must be conversant with approved routes, speed restrictions and mandatory requirements on airside. Drivers shall follow direction from client supervisors who may amend duties as required and therefore this list is not limited to</p>	20%	<ul style="list-style-type: none"> <li>– Passenger feedback</li> <li>– Number of complaints</li> <li>– Reporting Turn Around Time</li> <li>– Defensive Driving</li> <li>– Report safety concerns and incidents to client supervisor (100%)</li> </ul>
<p><b>5. HSE Compliance &amp; Punctuality</b></p> <p>Adhere to wearing standard uniform and PPE, following safety rules, and reporting safety concerns at all times. Adhered to HSE Compliance at work site.</p> <p>Must be alert and attentive to deliver the task at all the times.</p> <p>Maintain clean attendance record and avoid late arrival at site.</p>	20%	<ul style="list-style-type: none"> <li>– Personal hygiene / Wearing PPE</li> <li>– 100% Compliance to HSE standards</li> <li>– Attendance record / no. of absents</li> <li>– Daily arrival and departure time to meet the criteria</li> </ul>

### **Job Requirements**

*(Indicate the minimum educational / professional qualifications, formal training, practical experience and key job competencies required to satisfactorily perform the functions of the role).*

<b>Academic</b>	High School Diploma level or General Education Degree (GED) or they will have an equivalent professional qualification
<b>Professional</b>	English - Level 2 or higher is required.
<b>Formal Training</b>	Years of industry experience and on-the-job training
<b>Practical Experience / Skills</b>	Holding 4 year's UAE license with Cat 5/ 6. Ability to speak clearly so others can understand, effective communication, time management and interpersonal skills. required to implement and compile Environment, Health, Safety and Security policies and procedures.

### Other Details

S. No.	Queries	Response
1	Category or Trade	Heavy Bus Driver
2	No. of Demand	100
3	Min. Required Experience (India or Gulf/ International - please clarify)	Minimum 4 Years UAE Exp.
4	Required Min. Qualification	10th or Higher
5	Age Limit	24 - 39
6	Basic Salary	2200 AED
7	Food provided by the employer (Y/N)	300 AED
8	Duty Hours	8 Hours/Day
11	Over Time	As per Actual
12	Working Days	6 in a Week
13	Accommodation (Y/N)	Provided
14	Transportation (Y/N)	Provided
15	Medical	Provided
16	Contract Period	2 Years
17	Job Location	Dubai, UAE
18	ECR passport accepted or not	YES
19	PCC or any other document is required for visa processing	YES
20	Emigrate Registration	YES
21	Leave Benefits	YES
22	Interview Type (Online or Offline)	Offline
24	How long it will take to get visa after selection	ASAP
25	Normal medical or GMACA medical is required for visa processing	Normal
26	Joining Air ticket will be provided by employer	YES
28	Job Description	<ul style="list-style-type: none"> <li>• Candidates must have valid UAE driving license (UAE License No. 6)</li> <li>• Minimum 4 Years of driving experience in UAE</li> <li>• Candidates should be Fit and Clear from any preexisting illnesses, major surgeries or disabilities.</li> <li>• Candidates should not be overweight.</li> <li>• Candidates should not have visible Tattoos, broken teeth or cut marks on face, problems related to height phobia, eyesight, or hearing.</li> <li>• Candidates should be able to comprehend basic English level 2.</li> </ul>

Employer Incidental Costs (to be paid by Employer on actuals)	
Visa + Offer Letter + Employment Labour Contract	Provided By Company
Joining Flight Ticket	Provided By Company
Reception & Transportation on Arrival at UAE	Provided By Company
Medical Test in UAE	Provided By Company
Health Insurance	Provided By Company