

Epsom Coaches

Part of Epsom Coaches Group



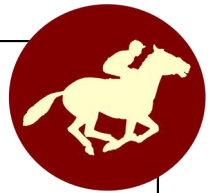
Drive with us



**The complete guide to a
career with Epsom Coaches**

Welcome to

Epsom Coaches



A message from Steve Whiteway, Managing Director

Thank you for your interest in our Company. Whether you already have a PCV licence, or are looking for a complete change of direction in your career, I hope you will enjoy reading about Epsom Coaches, what we can offer the professional PCV driver and those who wish to train to that level.

Coach and bus travel is very much the watchword at the moment, with the government emphasising the changes necessary to reduce congestion and improve the environment. At Epsom Coaches, we are well positioned to take advantage of these changes. Epsom Coaches as part of the long established Epsom Coaches Group has over many years brought unheard of standards of professionalism to the coach industry.

Our driving staff are the single most important ingredient in providing the standard of service the public are increasingly demanding. As a Company, our motivation to improve the working conditions for drivers is the No 1 priority, I make sure of that because I was a driver myself! By having professional drivers working in good conditions, we know that our staff are in the best position to look after the travelling public. I am confident that our driving staff have the best working conditions in the industry, with modern premises, modern coaches and most importantly an excellent pay and benefits package, unique in the coach industry.

This publication is designed to give you an insight into our operation and how we work. We demand a high standard and old fashioned courtesy. In return, you can expect to be treated as an individual, have the respect of everyone who works with you and the travelling public.

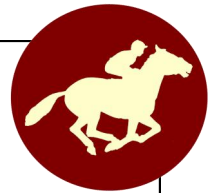
I do hope you will consider joining us, I can promise a unique and friendly working atmosphere, where people really matter. Whatever you decide, I thank you for your interest in Epsom Coaches.

Best wishes.

Steve Whiteway



Introduction



Epsom Coaches Group

Epsom Coaches is the coach operating division of Epsom Coaches Group, founded in 1920 by Herbert Richmond. Now part of the worldwide RATP Dev Group, the company is still very much a family business with over 360 staff and operating around 120 buses, coaches and support vehicles for a wide range of clients. The Company have long enjoyed a reputation of excellence which is jealously guarded and its staff are by far the most important asset, a fact that ensures those who work with the Company enjoy the best working conditions in the European passenger transport industry.

Epsom Coaches

We developed our coach business from small beginnings in 1920 and right from the start set the standard for coach operation, with innovation and high quality the watchword. Today, Epsom Coaches operate across the UK and Europe with a modern fleet of 24 Setra, Volvo and Mercedes coaches, all built to a very high specification. Our average fleet age profile is 3.2 years (the industry average is over 12 years) and employ 68 full and part-time coach drivers. Epsom Coaches Group also operate the local bus network in Epsom, with its sister company Quality Line operating London Bus routes in south London and Surrey.



24 Hour Service

Our fleet of coaches together with support vehicles, has a formidable presence particularly in the South East and beyond. Presentation is of great importance and our vehicle fleet is without doubt the cleanest and is meticulously maintained by our 24 hour team of engineers. We also operate our own body repair facility, responsible for the maintenance of vehicle appearance.

Our staff - the key to our success

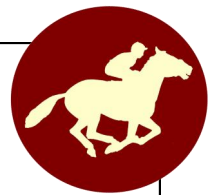
Our key to success over more than 95 years of business are our staff. Around 60% are trained from car licence level by our dedicated, friendly training team. Driving staff enjoy a unique role within a Company that despite expansion, has always enjoyed a relaxed and convivial working atmosphere. The driving staff in particular, have a vital role to perform. Most of the management team have previously driven PSV's and still retain their PCV licences driving in service from time to time.

The Smarter Coach Company

We pride ourselves on the attention to detail and presentation that few other companies manage. Our staff are our most valuable asset with a considerable influence on the future direction of our business. For that reason many of our staff have enjoyed the long term benefits of an excellent working relationship. The opportunities for career development within the Company have presented themselves to most of our management team in the past. An opportunity available to all.



Working with us



Driving

Driving a coach is a skilful job and one that demands the respect of the travelling public, whose safety is after all, the driver's total responsibility. Here at Epsom Coaches, we don't take that respect lightly and go to great lengths to ensure our drivers are at the very top of their profession. Smartly turned out in uniform and driving in demanding conditions in a safe and smooth manner will come as second nature. Whether you have years of experience or are a beginner, our training and support will give you confidence to deliver the best service in the business.

Uniforms

We firmly believe that smartness is vital to portray the right image. For this reason, a full uniform is provided and a strict dress code enforced. The Epsom Coaches uniform currently comprises.

- **Two piece black suit**
- **Spare trousers**
- **Waistcoat**
- **Epsom Coaches maroon tie**
- **White shirts**



Sick pay

Hopefully you won't need it, but our sick pay scheme is designed to help those who are genuinely ill. After 3 months service, pay is generally made up to basic weekly level to supplement statutory sick pay. Payment will be made at the management's discretion normally for at least three months.

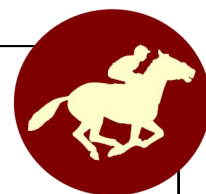
Pension Scheme

We operate a pension scheme in line with the auto enrolment legislation, providing a pension for your future retirement, with contribution from the company.

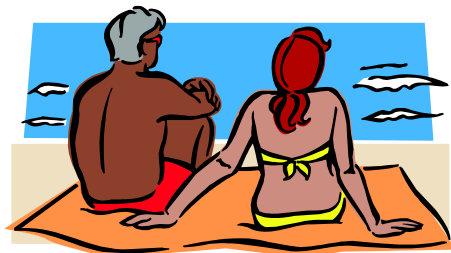
You will be automatically enrolled in our scheme unless you opt out.

Full details and a pension pack will be given to you as part of your induction into the Company.





More about us and you



Holidays

We all need them and with Epsom Coaches you will be able afford to take them with holiday pay based on your average earnings, so relax and enjoy yourself.

On starting you will be entitled to 28 days in your first full year, with 30 after 5 years and 33 after 10 years service including public holidays and you can expect higher payments if working on public holidays. Holidays are allocated by necessity on a basis dependent on workload as we never close, that said, we are often able to assist with a flexible approach and there are no penalties for taking your holiday in the summer months.

Staff Association and our benefits package

Our unique staff association is run by the staff, for the staff, with full company backing. It has a say in the day to day running of the firm and contributes to the unique open door policy of a Company that is recognised as one of the best employers in Surrey. We are also recognised as an Investor in People. These are just a taste of the benefits you will enjoy, in addition to one of the best pay packages in the UK coach industry.



- Free travel on all local Epsom Bus services, (non TfL) unless you also drive TfL services (no compulsion) in which case you get free travel on TfL bus, Tram and Tube services as well!
- Concessions on a wide range of travel options, including coach hire
- Discounted holidays through our travel division, Epsom Holidays.
- Free Gym and Swim membership for you to enjoy at the Epsom Rainbow Leisure Centre. Yes that's right, you can keep fit totally free of charge, with as many gym or swim visits as you wish. What does your leisure centre membership cost at present?



- A comprehensive benefits package, with substantial discounts on a wide range of products and services including private health cover and cover for regular medical and accidents.
- A wide range of advice and practical assistance is available too

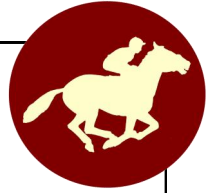
The “Inns and Outs” Club

Our social club and all run by the staff for their enjoyment. You name it, we've done it and the transport is never a problem! Recent events have included:-

- Daytrip to France
- Theatre Trip
- Dog racing at Wimbledon Stadium
- Paris Weekend
- Children's pantomime
- Legoland
- Thorpe Park
- Gunwharf Keys shopping
- Barcelona weekend

All members of staff and their families are automatically members of the social club. Regular newsletters keep you up to date and events are heavily subsidised. Membership costs just £1 per month for the whole family...

Welfare



As a family orientated business, we are concerned to ensure that the welfare of our staff is taken care of. This includes not only statutory maternity leave but also paid paternity leave for fathers. In addition, paid compassionate leave is offered where necessary.

Far more than just time off, we care about our staff and the management team are available to assist with problems of any kind, in confidence.

Training

In addition to initial driver training where required, Epsom Coaches have a policy of ongoing training and assessment: This includes:-

- **An annual driving assessment**
- **Training courses for manual handling and customer care**
- **CPC Training to maintain your PCV licence entitlement with interesting courses held each year and you are paid to attend.**
- **Vehicle care and inspection**
- **Advanced driving tuition**
- **Safe driver awards**



Driver Training

Epsom Coaches Group operate their own driving school, which has trained from car licence level around 60% of the present coach driving force of almost 70 personnel. The training divisions success rate is high and they have a dedicated 10.1 metre vehicle fitted with an automatic gear-box. Our qualified driving instructors working under our Training Manager teach not only to pass the test but to be a smooth and considerate driver. We also have our own in house Driving Examiner.

Training programme from car licence:

Stage 1

Interview and driving assessment in a car.

An assessment is carried out in a car to evaluate that the necessary skills are evident before applying for the provisional PCV licence:

Stage 2

Medical

We arrange and pay for this with our Company Doctor.

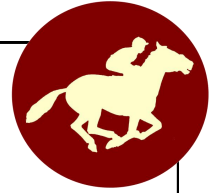
Stage 3

Apply for provisional PCV licence.

The cost of this is payable by the applicant. We hold the necessary forms and will send the application off on your behalf.

Assuming the DVLC accept your application, the provisional licence will normally arrive at your home address within 3 weeks. Usually sooner. On receipt of your licence, contact Epsom Coaches to advise.

Training



Stage 4

PSV Driving Assessment



Your chance to drive a full size bus or coach. Under supervision, your ability will be assessed in a drive designed to test your ability and don't worry, we know you will be nervous. We don't expect perfection! Assuming the drive and interview is satisfactory you will be offered either a 5 or 10 day course with a Department of Transport practical driving test at the end. Usually on the second day you will sit your theory test. The results will be known the same day.

Stage 5

The Driver Training Course

A date will be given for the commencement of the driving course following the successful completion of the PSV driving assessment.

The course will be intensive from 5 to 10 days. A theory test will need to be taken, usually on the second day of the course. Instruction in the theory aspect will be given on the first day. Literature for home study will be given to each candidate in plenty of time for the theory test.

Normally training takes place between 08.00 and 16.30 Monday to Friday with rest at the weekends. However, where extra coaching is required, additional time may be necessary.

Stage 6

The PCV Driving Test

At the end of the course the PCV driving practical test will be undertaken. This consists of a 75 minute test involving manoeuvring in a closed off area and assessment on the road by a Department of Transport Examiner.

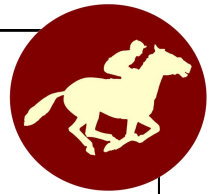
Note: We will only put you forward for the test if in the instructors opinion you have a realistic chance of passing. Extra tuition may be offered and a re-test opportunity if the instructor considers it desirable.

Stage 7

After the Test

You've passed, well done. At this stage you are ready for vehicle type, customer care and manual handling training. Familiarisation with the most common aspects of coach driving will also be a part of your training in these early days. During this time, you will also be introduced to the key personnel and made familiar with health and safety requirements both on the premises and whilst on the road. We will also need to have you measured for uniform which will be ready for you in a few days. On that note, we do ask that you dress smartly whilst training, with a shirt and tie.

Training



In summary, these are the initial items covered in the post test training and would also apply to those already in possession of a PCV licence.

- **Introduction to personnel, health & safety familiarisation and uniform measurement. This will include issue of staff handbook, health and safety policy and tuition accordingly**
- **Vehicle familiarisation and procedures**
- **Manual handling and job familiarisation**
- **CPC training and assessment**

During your career with Epsom Coaches further training will be ongoing.

Free Training

Driver training provided is entirely free. However, in common with other coach operators (one of the few things we do have in common) we ask you to sign a contract that in the event of your leaving our employ within two years, the cost of training will be repayable. At present, this is £2,000 and will be payable by return or through deduction from wages. Naturally, we hope that you will wish to stay with us far longer than two years and reap the benefits that only experience can bring.

Hours of work

Operation of coaches suggests anti-social hours, as naturally the public wish to travel from A to B at a time to suit them. However, we aim to minimise the impact on our staff's lives by giving as much notice as possible of our customers requirements. However, if you prefer to know what you are doing ahead, we can offer rosters on our national Express and Airport service coaches, along with our Monday to Friday staff travel contracts. In fact, something for all tastes.

Coach operation is governed by drivers hours rules which are monitored using a tachograph. Therefore, work is set out and must be operated in accordance with the regulations. This will also include other work, especially relevant if you work part time and therefore your availability may be restricted for driving. Buses operate under different rules and do not require a tachograph.



Daily duties are guaranteed at 7 hours minimum, less 30 minutes break, subject to your availability. Full time staff qualify for a minimum 37.5 hour, 5 day week.

Duties average at present around 9.5 hours per day (including breaks).

Weekend and Tour Work

Whilst much of our coach business operates Monday to Friday, there is a steady requirement at weekends and drivers are sometimes required to go away overnight. Generally drivers going away on tour are volunteers but on occasion, nights out might be a requirement.

Part time

If you work part time benefits such as holidays and pension are payable on a pro-rata basis. Some of our team who work when they choose, do so under a zero hours contract, but still have all the benefits of full time staff.

Our Fleet - The best in Europe



As one of our driving team, we give you the right tools for the job with every possible comfort for the longest journeys, those of the driver! We have pioneered the provision of air-conditioning for instance, with every one of our coaches equipped with this feature, a unique advantage, especially on a hot day. We don't stop there, extras such as drivers suspension seats all help to make our drivers life more comfortable. Couple this with standard driving aids such as reversing monitors and radar and you get the picture.



It isn't just driver comfort, as our passengers are also made very welcome and protected by a state of the art CCTV system, which is there for the driver as well. Of course, a happy passenger also makes the drivers job so much easier.



Standard features on all our coaches include:

- **Top of the range Setra, Volvo or Mercedes-Benz**
- **Climate control air conditioning**
- **Top of the range drivers seat**
- **6 camera digital CCTV systems**
- **Reversing monitors and radar**
- **Automatic transmission**
- **Air suspension with kneeling facility**
- **Upgraded passenger seating**
- **Full carpeting**
- **On board vacuum system**



Looking after the Fleet



Its all very well having a modern fleet, but it needs to be looked after, that's where Epsom Fleetcare our in house maintenance team come in. Working round the clock, they ensure the coaches are maintained to the highest standard, working from the state of the art Fleetcare centre in Epsom. We are fully equipped to deal with all aspects of the servicing, repair and cleaning of the fleet and enjoy an enviable reputation for the presentation of our coaches and the standards to which they are maintained.

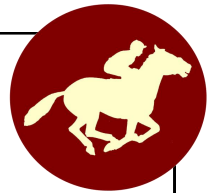
Cleaning the Coach

All our coaches are cleaned by our cleaning contractor along with washing the exterior and fuelling. This is a unique Epsom Coaches benefit and one that will be very welcome as you finish your days work and all you have to do is check your coach for lost property, complete the paperwork and go home! We still expect you to ensure the coach is clean between jobs, but the on-board vacuum will assist there as it will when away on tour.



"I have never worked anywhere as long as I have at Epsom Coaches, it's a great place to work"

Employment with *Epsom Coaches*



Whether you join us with a PCV driving licence and years of experience or have recently qualified you will find that working for Epsom Coaches is different. Its different because we have a close rapport with our staff. Its different because we know that a contented staff means a better service for the travelling public. Its different because we treat each person as an individual. What can you expect if you work with us? Here are some commonly asked questions:-

Is there a probationary period ?

We normally employ everyone on a six month probationary period. This may be extended if we are not sure of someone's suitability, but generally we find most people settle into working with us very quickly.

What is the minimum pay I can expect?

Average weekly duties are based on 5 days working with 2 days rest. Often there will be the opportunity for overtime, which can substantially enhance your earnings. You are guaranteed in any case a minimum of 6.5 hours pay per day and 37.5 hours a week if full time. The average hours worked each week at present is 48 (including break times). Enhanced rates are payable for work after 21.00 up to 05.00 hours and on Sundays. Public holidays are paid at 1.5 times the applicable rate, Christmas Day and Boxing Day are paid at double rate.

Those working flexibly when they choose are paid a minimum of 6.5 hours a day, assuming availability for the full period. Hourly rates are the same as paid to full time staff, we reason the standard is no less so the pay should be the same. We also include a holiday payment of a further 12.70% to cover holidays which are paid in the same proportion to both full and part time staff.

A daily subsistence payment is payable in addition to hourly pay, this is based on the driving period away from base, with payments made tax free (subject to HMRC approval)

The average annual earnings for a full time Coach Driver are between £26,000 to £28,000, with some earning considerably in excess of this, especially if taking into account gratuities from satisfied clients! From May 2016, our NEC scheme will considerably enhance pay rates for those who qualify, which will include all new staff from their start date.

Who will I be responsible to?

In the end we are all responsible to the travelling public. They pay our wages. Internally, we have a team of managers who provide round the clock coverage to ensure there is always someone to answer the driving staffs queries and provide assistance. They in turn, report to the Senior Operations Manager and his staff.

Is the “paperwork” difficult?

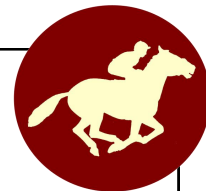
Not at all and full training will be given. The most important element is the tachograph and recording of your drivers hours. Pay claims are automatically generated through a smart card sign on system.

What kind of work can I expect?

We very much work in the higher end of the coach charter market, with corporate bodies, tour operators and of course, private hire. We also operate a range of holiday tours and day trips, which you might like to be involved with. In addition, we operate daily contracts for staff transport with KBR, the local NHS trust and The Royal Marsden amongst others. We also operate express services for our client, National Express and airport services for Terravision. You choose which you prefer, or maybe you prefer a variety!

What are the age limits?

To hold a PCV licence for general coach driving you must be a minimum of 21 years of age. For some domestic operations the minimum age is 18. In accordance with the Age Discrimination legislation there is no upper age limit, but you must be able to pass the PVC medical tests.



Is an Automatic PCV licence acceptable?

Yes, most certainly, all our coaches and buses have automatic transmission.

How are drivers represented and how do you communicate?

In a word very effectively, with a group of elected driver representatives (4 at present) on a committee which meets formally (we meet all the time informally) at a meeting where a full agenda is discussed chaired by the driver's nominated Chairman. We very much involve drivers (including a part time representative) with the decision making process, for example; in new vehicle purchases and forward planning. We openly discuss the Company's performance and there are regular newsletters. We have a "can do" approach.

Can you explain the pay make up?

Driving staff are paid monthly on an hourly basis. Holidays (if applicable) are paid to which reflect average earnings for each individual. In addition, sick pay and Bank Holiday payment at fixed daily amounts are also paid. The hourly rates vary from basic for Monday to Friday between 05.00 and 21.00 to the highest rates payable for working on Sundays and after 21.00, weekdays. All rates are increased on public holidays and doubled for those who work on Christmas and Boxing Day.

A unique feature of our pay set up is the tax free* subsistence, which is a fixed daily amount when driving away from base. This is for meals when on duty, and is therefore, not liable to income tax or national insurance. It amounts to an average gross figure of £10.41 per hour. A further benefit, is that all but 30 minutes of our duties are paid right through at the prevailing hourly rate. We do not make deductions for actual breaks as many traditional coach operators do. Our average median earnings are some of the highest in the UK. Subject to HMRC sampling of receipts.

How long are your driving periods?

Never more than 5 hours (4.5 coach) but most are far less than this. Each job is different on private hire which gives plenty of variety. On regular work, you will know exactly what you are doing. We are acknowledged leaders in improving a driver's working conditions.

As I will be travelling by car, is there parking available?

Yes, there is plenty of free parking on site and around the immediate area. However, we operate a Staff Travel Plan, which aims to reduce car usage as much as possible. For that reason, we also have excellent support facilities for bicycles and motorcycles including showers on site and secure parking.

Do you have facilities for lady drivers?

We welcome ladies and we have excellent toilet facilities at base with dedicated showers and changing facilities.

Can you assist with flexible or part time working?

We do what we can to provide family friendly working hours within the confines of our operational obligations. We have a number of part time staff and welcome the opportunity to discuss the possibilities that might be available to you.

Can you explain some of the terms used, PCV, etc?

PCV: Passenger Carrying Vehicle (driver)

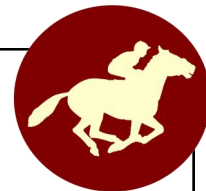
P.S.V: Passenger Service Vehicle (the coach)

Any Other Questions?

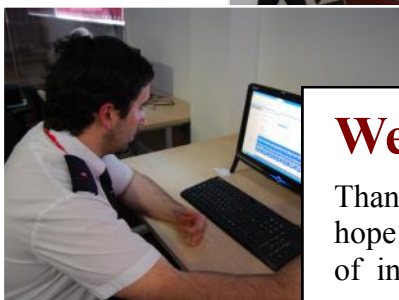
If there are any questions we have not answered, please call (or e.mail) John or Terry on these numbers, they will be happy to assist:

Peter Minnette (Senior Operations Manager) 01372731710 (peter.minnette@epsomcoaches.com)

Jayne Cracknell (Drivers Manager) 01372 731732 (jayne.cracknell@epsomcoaches.com)



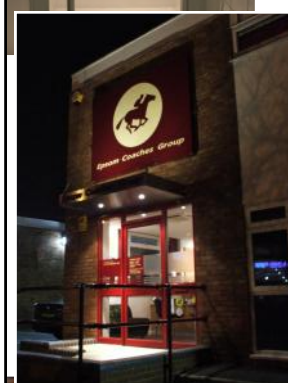
**A change
for the better**



Welcome aboard.....

Thank you for your interest in Epsom Coaches, we hope this brief introduction to our Company has been of interest to you. However, we can explain much more about what we do and the job itself in person and at your convenience. We would also be delighted to give you a tour of our base in Epsom as we are very proud of our fleet and facilities.

We realise that changing jobs is not always easy, but we can offer security (as any of our staff who have completed 25 plus years service will testify) the best vehicles to drive and the complete pay and conditions package, unrivalled in our industry. Please do not hesitate to contact us for further information or for an interview and driving assessment.



How to contact us:

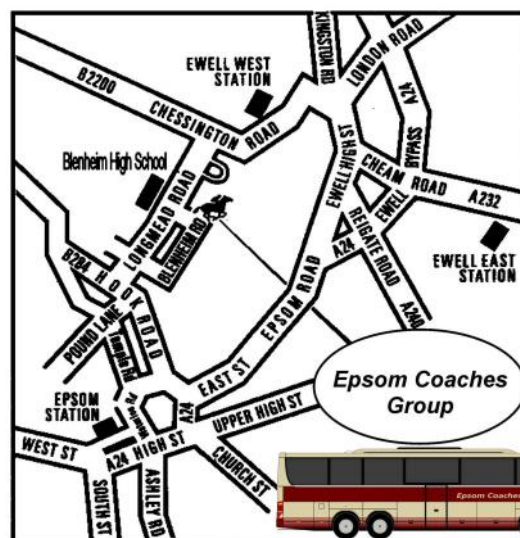
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