



US Visiting Forces

Local National Direct Hire (LNDH)

<b>Job Title:</b>	Bus Driver	<b>PP-SRS-GRD:</b>	W-5703-04
<b>Location:</b>	RAF Mildenhall	<b>Vacancy Number</b>	126084
<b>Open Date:</b>	27 March 2024	<b>Close Date</b>	Open until filled
<b>Work Hour Per Week</b>	234 hours over 6 weeks	<b>Salary (Per Hour)</b>	£13.43 - £14.66 including 15% shift allowance.

**NOTE: Several vacancies may be available - multiple selections can be made from this announcement**

#### **Main Purpose**

We are currently seeking a highly skilled and motivated individual to join a premier team of Bus Drivers at the 100th Logistics Readiness Squadron, Royal Air Force Mildenhall, United Kingdom.

You will operate buses capable of carrying 16 or more passengers on predetermined routes, scheduled routes or special runs. You may check ID cards to ensure authorization of passengers. You will also drive vehicles weighing less than 44 tonnes, delivering supplies, equipment, personnel and tools. Additionally you will operate one or more electric, LPG or diesel powered forklifts facilitating loading and unloading of goods. You will be required to perform basic operator maintenance such as checks of fluid levels, tyre pressure checks, cleaning and washing of vehicles, maintaining records, documenting actions and utilizing safety practices and procedures at all times.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

#### **Knowledge and Experience Required**

*Applicants must demonstrate the following:*

- Knowledge and experience of operating buses capable of carrying 16 or more passengers.
- Knowledge and experience of cargo handling, hauling, techniques for safeguarding and protecting cargo.
- Knowledge of traffic and safety regulations, practices and procedures pertaining to motor vehicle and forklift operation.
- Knowledge and experience of operating one or more vehicles weighing less than 44 tonnes, such as heavy load rigid trucks.
- An ability to judge road and traffic conditions, read maps and Sat Navs to determine the shortest and safest route.
- An ability to meeting pickup and delivery deadlines and schedules.

### **Other Important Information**

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential
- A 6 month probationary period will be required
- Overtime may be required
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

### **Other significant facts pertaining to this position are:**

- An appropriate, valid UK Category D (full PCV) driver's license is required for this position. Please provide a copy of your licence with your application. Applications received without copies of licences will not be considered.
- Will be required to successfully pass a pre-employment medical. Must be able to carry objects weighing up to 40 pounds, or heavier with assistance.
- Required to wear protective clothing and high visibility clothing where appropriate.
- May be subject to random drug testing.

### **Benefits**

- 25 days Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

### **Who Can Apply**

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

### **How To Apply**

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;  
[https://www.mildenhall.af.mil/Portals/9/documents/civ\\_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410](https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410).

All applications must submit the following documents via email to [100fss.fsmc6@us.af.mil](mailto:100fss.fsmc6@us.af.mil) and received prior to the closing date to be considered for the position.

### **Required Documents**

- LNDH Application
- Curriculum Vitale and/or Resume

### **Optional Documents**

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

### **Equal Opportunity Employer**

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

