The profiles for basic job skills describe how reading, writing, numeracy, oral and digital skills are part of the work tasks in various occupations. The profile shows which basic skills the employee should have.

The profiles can be used to give:
- Relevant training in basic skills in the SkillsPlus programme
- Make language teaching work-oriented
- Give a vocational aspect to the common core subjects in the VET (vocational education and training)
Tasks for the bus driver:

- arrange to transport goods and passengers to the correct destination as accurately and safely as possible
- assist at loading and unloading of items, goods and passengers

**Reading**

**On a daily basis the bus driver will:**
- check tickets and other travel documents
- check identity cards and student cards
- read signs and traffic instructions
- update on road conditions
- identify the lists of wagon number and route number
- read information about passengers and orders
- read messages or logs from previous shift
- read voyage recorder for longer trips and trips outside the regular shift
- read symbols and messages on the display of the digital tachograph/trip recorder

**Regularly the bus driver will:**
- check the notes in the bus's logbook
- read information on route changes and new routines
- read discrepancy reports
- read the report from the workshop
- read the route descriptions from maps or GPS
- read lists of codes for routes and shifts
- read messages about errors on driving computer
- read work schedules

**Occasionally the bus driver will:**
- check the rules and regulations in the driver's handbook
- read training materials and interactive learning programs
- familiarize themselves with new routes
- refer to the technical manuals
- read the shipping information on luggage and packages
- read the safety instructions and procedures for safe driving
- read in the quality manual on the intranet and links to legislation
- read information related to work
- read driving- and rest regulations
- read updated information and rules related to certification requirements

**Writing**

**On a daily basis the bus driver will:**
- log his/her own shift
- register passengers and orders
- log settlement

**Regularly the bus driver will:**
- log technical problems and deviations
- report on events to superiors
- write information tags to lost and found

**Occasionally the bus driver will:**
- report and document damages to equipment or people
- report and document vandalism and theft
- forward complaints from passengers
- report on error messages from computer to the traffic control center
- write deviations message
- write notes and assignments in connection with training
- fill out a self-certification of absence form
• follow traffic rules, drive traffic safely and assess the traffic picture
• ensure that the bus is in proper technical condition and provide necessary service

There will be some differences between the bus driver jobs in and outside the city.

Oral skills

**On a daily basis the bus driver will:**
• greet passengers in a pleasant way
• ask to see travel documentation or payment
• advertise stops and opportunities for transition
• give instructions and explanations to passengers through the speakers
• answer questions from passengers
• communicate with other drivers by internal communication equipment

**Regularly the bus driver will:**
• report on problems while driving and ask for help
• resolve conflicts with passengers
• deal with unforeseen situations
• handle criticism in a constructive manner
• respond to special requests
• receive messages and instructions from superiors

**Occasionally the bus driver will:**
• communicate with superiors regarding need of information or assistance
• deal with emergencies
• listen to training sessions in new procedures and rules
• collaborate and talk with other participants in the training session
• attend meetings and provide input

Numeracy

**On a daily basis the bus driver will:**
• check tickets and other travel documents if they are valid for the specified travel time
• check the age and validity of the identity card for age-specific discounts
• check payments and provide correct change
• control cash versus the number of tickets sold at the end of a shift
• calculate discounts
• calculate the price for a whole group
• read and evaluate numerical information from the dashboard
• ensure that the bus keeps the schedule at each stop

**Regularly bus driver will:**
• log his/her own driving
• calculate when the bus will arrive at a station
• check tire pressure and if necessary inflate with the correct amount of air
• measure tire treads and check that these are adequate
• read and search maps, GPS and roadmaps
• consider the height and length of the vehicle for safe driving

**Occasionally the bus driver will:**
• consider if the number of passengers exceeds the legal limit
• assess and report technical faults
• assess mission and further driving based on regulations on driving and rest periods
• check his/her paycheck
Digital skills

On a daily basis the bus driver will:
• use digital signs box with destination overview
• read the instruments on the bus dashboard
• log his/her own shift digitally
• use digital ticketing system
• use digital tachograph/trip recorder

Regularly the bus driver will:
• use GPS to find direction and assess arrival
• provide accounts through digital services
• read and use digital timesheets
• send text messages to colleagues or superiors
• write log for use by workshop

Occasionally the bus driver will:
• log events during runtime via the intranet
• document faults and accidents via the intranet
• take digital pictures to document the accident and the like
• save images as evidence
• identify HSE regulations and requirements for rest periods, and more via the Internet or intranet
• fill in and send contracts digitally
• use digital learning resources for training and certification
• update on ISO approvals and EU / EEA regulations
• help customers with electronic payment services

The Knowledge Promotion Reform from 2006 has defined five skills that form the basic prerequisites for learning and development in school, work and community life.

The five basic skills are:
• Digital skills
• Oral skills
• Reading
• Writing
• Numeracy

At skillsnorway.no you will find more resources aimed at working with adults and basic skills.

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