



Job Description

Job title:	HGV Category C + E driver (Days)
Department:	Transport
Grade / Salary:	£11.20 ph
Location:	Foston, Derbyshire
Job purpose	
To carry out deliveries to customers in a safe and efficient manner and night out when work requires. It is the intention for this role to night out during the working week.	
Source and nature of management provided	
Transport Manager (Foston) – Line Manager	
Staff management responsibility	
Nil	

Special conditions
Fixed 5 day week (45 hours) Flexible start times Timings varied dependant on work for that day Access to own vehicle required owing to workplace location

Main duties and responsibilities	
1	Deliver goods as per manifest sheet.
2	Obtain customer signatures as proof of delivery.
3	Completion of daily defect reporting of vehicles and trailers as required
4	Communicate with Transport office staff.
5	Vehicle checks to ensure roadworthiness and compliance with DVSA regulations.
6	Compliance with Health and Safety (SSOW) and other related legislation.
7	To participate in the business's annual appraisal policy
9	Unload trailers in a safe and efficient manner taking in all aspects H&S.
10	Support, comply and ensure complicity with the company's Quality Policy Document and its objectives of delivering a profitable and unrivalled quality service admired by competitors.
11	Ensuring vehicles are loaded in a safe manner and goods are secured appropriately.
11	Ensuring secure parking at all times
12	Occasionally handballing maybe required in line with Manual Handling Guidelines
13	To work as part of a team and be flexible to the needs of the business
14	To ensure vehicle is kept clean and tidy at all times
15	To work with internal and external customers
16	Ability to work using own initiative and to have a clear understanding of RTD and EU Regulations
17	To fully understand your responsibilities towards the Companies Operating License
You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all ATL policies and procedures at all times and take account of ATL guidance	



Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Class C + E Licence	X	
In date Drivers' CPC	X	
Digital Tachograph Holder	X	

Criteria: Knowledge and Experience	Essential	Desirable
2 Years commercial use experience of Class 1 licence		X
Less than 6 penalty points on Class 1 Licence	X	
Experience doing multi-drop deliveries		X
Experience if working in a team	X	
Tug experience/ License		X

Criteria: Skills and Aptitudes	Essential	Desirable
Reliability and Punctuality	X	
Good communication and interpersonal skills	X	
Ability to work to deadlines	X	
Ability to carry out tasks following spoken or written instructions	X	
Ability to demonstrate commitment to high quality service provision	X	
Willingness to be flexible in approach and attitude	X	
Be physically capable of working within a transport environment	X	
Team work orientated with the ability to utilise own initiative when required	X	
Highly organised	X	
Ability to complete paperwork in an orderly fashion	X	
Positive can do attitude	X	
Good geographical knowledge	X	