



Job Description

Job title:	LGV Category C driver
Department:	Transport
Grade / Salary:	£10.20 per hour
Location:	Foston, Derby

Job purpose

To carry out Multi-drop deliveries to customers in a safe and efficient manner and night out when work requires

Source and nature of management provided

Transport Manager (Derby) – Line Manager

Staff management responsibility

Nil

Special conditions

Monday – Friday

Timings Monday – Friday approx. 06:00 – 17:00 with occasional tramping being required

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.
4	Communicate with Transport office staff.
5	Vehicle checks to ensure roadworthiness and compliance with VOSA regulations.
6	Compliance with Health and Safety (SSOW) and other related legislation.
7	Support, comply and ensure complicity with the companies Quality Policy Document and its objectives of delivering a profitable and unrivalled quality service admired by competitors.
8	To participate in the business's annual appraisal policy
9	Completion of defect reporting of trailers.
10	Unload trailers in a safe and efficient manner taking in all aspects H&S.
11	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.
12	Ensuring vehicles are loaded in a safe manner and goods are secured appropriately.

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 <i>(Add / Delete lines as required)</i>	Essential	Desirable
Class C Licence	X	
In date CPC	X	
Digital Tachograph Holder	X	

Criteria: Knowledge and Experience <i>(Add / Delete lines as required)</i>	Essential	Desirable
2 Years commercial use experience of Class 2 licence		X
Less than 6 penalty points on Class 2 Licence	X	
Experience doing multi-drop deliveries		X
Experience if working in a team		

Criteria: Skills and Aptitudes <i>(Add / Delete lines as required)</i>	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	

Effective Behaviours Framework

ATL has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all staff and external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the business.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the business and other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the business.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.