**NEILL & BROWN GLOBAL LOGISTICS GROUP – JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **JD049** | **UK Driver** | **General Description** Responsible for the safe and secure transportation of customer product around the UK. |
| **Responsible to:** | **UK Transport Manager** |
| **Responsible for:** | **N/A** |
| **Post Key Cover:** | **UK Driver** |
| **Responsibilities**Goods Vehicle Driver* Complete daily safety check on vehicle, before use; report any defects
* Undertake safe collection and delivery of customer goods by company vehicle
* Ensure load is safely strapped for transit and in accordance with customer requirements
* Accurate completion of paperwork
* Adhere to prevailing legislation in respect of road and traffic regulations and drivers hours limitations
* Report any accidents or incidents to the UK transport Manager immediately
* Correctly use own tachograph digicard; ensure regular submission to Fleet Manager for download every 21 days
* Comply with Health and Safety requirements and site regulations when visiting customer sites

Other* Maintain high standard of housekeeping on vehicle, both internal and external
* Adherence to all company policies and procedures, at all times
* Undertake any other tasks as reasonable requested by the UK Transport Manager
 | **Competencies** (E) Essential / (D) Desirable Qualifications* Class C/E Driving Licence (E)
* Driver CPC (E)
* ADR (D)

Skills* Good communication skills (E)
* High level of accuracy and attention to detail (E)
* Good geographical knowledge (E)

Experience* 2+ years HGV driving experience (E)
* Delivery of palletised goods (E)
 |
| **Key Result Areas*** Customer Service Levels
* Non-conformances
* Incidents
 |
| This job brief forms part of your Contract of Employment. It is by no means exhaustive and covers only the salient points of your responsibilities.I have received and understood: Name: …………………………………………. Date: ……………………. Signature: ………………………………………… |

Version 01 / July 2014 2014