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

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| **JD061** | **PM Driver** | **General Description**  Responsible for the safe and secure transportation of customer product around the UK. |
| **Responsible to:** | **PM Transport Manager/s** |
| **Responsible for:** | **PM Attendant** |
| **Post Key Cover:** | **PM 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 PM Transport Manager/s immediately * Correctly use own tachograph digicard; ensure regular submission to PM Transport Manager/s 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 reasonably requested by the PM Transport Manager/s | | **Competencies** (E) Essential / (D) Desirable  Qualifications   * Class C/E Driving Licence (E) * Driver CPC (E)   Skills   * Good communication skills (E) * High level of accuracy and attention to detail (E) * Good geographical knowledge (E)   Experience   * 2+ years HGV driving experience (D) * Delivery of wide-load caravans (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 / June 2015