**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)
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| **Key Result Areas*** Customer Service Levels
* Non-conformances
* Incidents
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| 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: ………………………………………… |

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