

JOB DESCRIPTION – LGV DRIVER NIGHTSHIFT– Perkins Distribution Limited

DUTIES/RESPONSIBILITIES	Grade	MAIN TASKS <i>All drivers are required to comply with Grade 2 attributes as a minimum standard</i>
Carry out all vehicle checks to the required VOSA/driver standard.	2	<ul style="list-style-type: none"> • Undertake checks following the agreed procedures. • Complete defect forms to the required standard. • Ensure any defects identified are corrected without any undue delay
Ensure load is safe and secure for transportation.	2	<ul style="list-style-type: none"> • Check to ensure load is correctly distributed across all axles. • Secure the load using the correct method and quantity of load restraint straps.
Always drive in a safe manner and adhere to current driving legislation.	1	<ul style="list-style-type: none"> • Has had a driving accident/damage free pattern of work for 6 months. • Has incurred no load movements for a period of 6 months. • Has received no illegal Tachograph infringement reports for 6 months.
	2	<ul style="list-style-type: none"> • Plan regulated driving breaks to maximise use of driving hours. • Understand and stay abreast of changes to the Highway Code, the working time directive and the requirement of driver's hours. • Always ensure you use the correct mode switch for the duties being performed. • Present as required Tachograph charts or Digital Tachograph cards for downloading/filing within the specified timescales. • Respond to any Tachograph infringement reports by complying with the required improvement. • Always report to your line Manager any suspicious activities however minor.
Make deliveries efficiently ensuring customers requirements are met and deal with problems as they arise.	1	<ul style="list-style-type: none"> • Maintains reliable time-keeping above 98% to the agreed schedule. • Maintains attendance above 98% to the agreed working patterns.
	2	<ul style="list-style-type: none"> • Plan route to meet with customer requirements and make deliveries according to the agreed schedule and timescales. • Communicate any delays or problems that affect the expected delivery performance or overall customer service. • Ensure vehicle is positioned correctly for the unloading process to be undertaken safely. • Present all documentation to the customer and assist with identifying mixed loads. • Ensure all paperwork is signed, Pod's obtained and damage endorsed on both customer and driver's delivery note. • Ensure all goods being collected conform to paperwork and are visually inspected for damage with all receiving paperwork being endorsed if damage is identified. • Collect for return all available stillages at every opportunity. • Ensure the vehicle security and integrity is maintained throughout. • Gather customer information and feedback to line manager
Work to systems and procedures so that material is loaded/off loaded correctly.	1	<ul style="list-style-type: none"> • Holds additional qualifications to assist where required within the warehouse. • Is conversant with other roles to provide effective holiday/temporary cover
	2	<ul style="list-style-type: none"> • Ensures material is offered for unloading with all corresponding paperwork. • Prepared for use by following shift ensuring vehicle is clean and tidy, refuelled, defect free and ready for use. • Ensure all security devices are fitted at all times when vehicle is left unattended.
Work in a safe manner, always adhering to the Company Health and Safety Policy and Safe Working Practices.	2	<ul style="list-style-type: none"> • Work within the Safe Working Practices for 'Lorries & Delivering Metal' • Maintain housekeeping/vehicle standards, regularly cleaning and tidying the vehicle and removing trip hazards from the trailer bed. • Always wear PPE provided. • Ensure you and others follow Health and Safety procedures, communicating any unsafe acts or unsafe conditions.
Undertake all tasks with a 'customer service, 'can do' attitude' and contribute to improving the performance of the business.	2	<ul style="list-style-type: none"> • Responds positively to change. • Be positive and supportive to colleagues. • Be courteous to all you come into contact with. • Handle any potential customer conflicts positively. • Be flexible by undertaking additional duties where needed. • Continually develop your personal skills and knowledge. • Undertake the required number of hours training for DPCP • Positively participate in appraisals and driver's meetings. • Help with training and development of others. • Take pride in all aspects of your work. • Use your initiative to solve problems. • Identify better ways of doing things and suggestions for improvements.