


| <b>Job Description Template</b>   |   |                          |                            |
|---|---|--------------------------|----------------------------|
|  | <b>Document Number:</b><br>FG_HR_P.01 Form 08 | <b>Version no:</b><br>2  | <b>Page</b><br>Page 1 of 2 |
| <b>Creation Date:</b>   | 25/05/18                                      | <b>Next Review Date:</b> | 25/05/20                   |

*All copies uncontrolled if printed*

## Job Description – LGV Driver


|                             |   |
|-----------------------------|---|
| <b>Department/location:</b> | Transport Department / Hull, East Yorkshire   |
| <b>Hours of work:</b>       | Full Time hours as required over seven days per week. This will include evening, night and occasional weekend working.<br>Hours of work and rest periods will be managed to comply with relevant working time legislation e.g. The Road Transport (Working Time) Regulations 2005 and the EU Drivers Hours Rules. Weekly hours will average not more than 48 hours per week over the agreed reference period. In accordance with the Regulations, working time does not include rest periods and periods of availability. You will also be required to spend nights away from your normal place of work on a regular basis (up to 5 nights per week). |
| <b>Reports to:</b>          | Operations Manager  |
| <b>Salary/wages:</b>        | Hourly rates dependent on qualification and type of vehicle; plus overtime and night out payments   |
| <b>Holiday:</b>             | 20 days plus 8 bank holidays PA   |
| <b>Other benefits:</b>      | Company pension after three months<br>Company bonus scheme<br>Life Insurance  |

### General:

To drive and operate LGV vehicles and plant to the greatest profitability, safety and efficiency according to instructions from the Operations Manager, having regard to safety of people, equipment, plant, vehicles, customers' sites and disposal sites.

### Main Duties:

- Carry out driving and other duties (during the course of which ensuring that):-
  - Company policies, procedures risk assessments and method statements are complied with
  - All H & S legislation requirements are met
  - Transport legislation requirements are met
  - To be courteous and professional at all times to customers, colleagues and general public.
- To ensure that daily duties are carried out in a safe, efficient and professional manner.
- To ensure daily vehicle checks are undertaken (defect reports filled out), daily tachograph records are completed in accordance with current legislation and company policy and procedures.
- Report immediately to Transport Manager any issues that affect operations including observations/comments made by customers (negative and positive) that may improve efficiency or service.
- Imperative to wear company supplied uniform and PPE (if applicable) at all times.
- Ensuring that vehicles and equipment under the control of the operative are safe to use and operated in accordance with manufacturers and company policy and procedures.
- Ensure customers are treated with courtesy at all times.
- Ensure client is informed at all times regarding task and H&S issues.
- To work under own initiative and without supervision.
- Maintain good timekeeping.
- Flexible working.
- Work records, Duty of Care tickets, and all relevant documentation to be completed in full and in accordance with Future Industrial Services policies and procedures daily and returned to head office at the earliest opportunity. Timesheets are to be returned weekly.
- Roadside stops by the authorities are reported immediately to the Transport Manager.

| <b>Job Description Template</b>   |   |                         |                            |
|---|---|-------------------------|----------------------------|
|  | <b>Document Number:</b><br>FG_HR_P.01 Form 08 | <b>Version no:</b><br>2 | <b>Page</b><br>Page 2 of 2 |
|   | Creation Date: 25/05/18                       | Next Review Date:       | 25/05/20                   |

*All copies uncontrolled if printed*

**General H&S Responsibilities:**

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

**Other General Responsibilities:**

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

**Person Specification**

| <b>Qualifications/Training</b>   | <b>E / D*</b> | <b>How assessed***</b> |
|--|---------------|------------------------|
| Category C+E driving licence valid for UK                                | E             | CV                     |
| Driver CPC   | E             | CV                     |
| Digital Tacho Card   | E             | CV                     |
| ADR  | E             | CV                     |
|  |               |                        |
| <b>Experience</b>  |               |                        |
| Previous experience of driving articulated LGVs (tankers desirable)      | E             | CV/I/PA                |
|  |               |                        |
| <b>Specific Post Knowledge</b>   |               |                        |
| Good working knowledge of Drivers hours regulations                      | E             | I                      |
| Thorough knowledge of the safe use of vacuum tanker trailers             | E**           | I                      |
|  |               |                        |
| <b>Personal Characteristics</b>  |               |                        |
| Conscientious to work independently without direct supervision           | E             | I                      |
| Flexible approach to daily/weekly work pattern/schedule                  | E             | I                      |
| Numerate and literate to complete paperwork associated with post         | E             | CV/I                   |
| Professional approach to work  | E             | I                      |
| Good customer service manner, presenting a positive image of the Company | E             | I                      |
|  |               |                        |

\*Essential or Desirable

\*\*Essential but may be achieved post-employment

\*\*\*Application Form or CV; Interview; Presentation; Practical Assessment