



Job Description

Job Title	Class 2 Driver (Skips)
Reporting to	Operations Manager (Strood)
Responsible for	N/A
Department	Strood Skips
Version/Date	Version 1 January 2018
Main Purpose & Function	To drive Company vehicles in a safe and legal manner whilst keeping service levels high and ensuring daily work is completed.
Duties & Responsibilities	<ol style="list-style-type: none"> 1. Complete all daily vehicle checks and fill out the designated Vehicle Defect sheet at the start and end of each shift. 2. Ensure all CCTV cameras are working on your vehicle before commencing your daily work and where fitted, ensure inward-facing cameras face the driver. 3. Report all defects including tyre issues to Fleet Office. 4. Complete all allocated work within the working day. 5. Ensure all paperwork is completed correctly and submitted in a timely manner. 6. Maintain regular communication with the Fleet Office and report any issues/incidents immediately. 7. As a customer facing representative of the Company behave in a polite and professional manner at all times. 8. Fill vehicles with fuel on return to yard at end of the day or on your return journey to your depot. 9. Present Tachograph card for downloading on a weekly basis. 10. Report to the Fleet Office at the end of the day for de-briefing and advice on following day's work. 11. Ensure all loads are safely secured and that there is no risk of waste or debris falling from your vehicle trailer or container whilst it is on the public highway. 12. Ensure your vehicle (and where appropriate trailer) is kept in a safe, serviceable and clean condition. 13. Load and unload the vehicle adhering to Safe Working Procedures and Risk Assessments. 14. Work from other depots within the group and operate other vehicles when required. 15. Wear Countrystyle Recycling Uniform at all times and correct PPE required when collecting or delivering to customer and other Countrystyle operated sites. 16. Report all accidents and incidents immediately to your fleet office or the Compliance Team and obtain details as required. 17. Comply with all Health, Safety, HR, Quality and Environmental policies and procedures. 18. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Signed (Employee)	
Print Name	
Date	