



## Job description

Job title	Class 2 Driver
Department	Thetford
Reports to	
Financial sign-off limit	N/A

## Position summary

### Main job functions

To drive Company vehicles in a safe and legal manner whilst keeping service levels high and ensuring daily work is completed.

Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required.

### Job location

Ridham

### Supervisory responsibilities/position in structure

## Main duties – principle responsibilities

Duties/responsibilities (in order of priority)	Approximate % of time to be spent
Complete all daily vehicle checks and fill out the designated Vehicle Defect sheet at the start and end of each shift.	
Ensure all CCTV cameras are working on your vehicle before commencing your daily work and where fitted, ensure inward-facing cameras face the driver.	
Report all defects including tyre issues to Fleet Office.	



Complete all allocated work within the working day.	
Ensure all paperwork is completed correctly and submitted in a timely manner.	
Maintain regular communication with the Fleet Office and report any issues/incidents immediately.	
As a customer facing representative of the Company behave in a polite and professional manner at all times.	
Fill vehicles with fuel on return to yard at end of the day or on your return journey to your depot.	
Present Tachograph card for downloading on a weekly basis.	
Report to the Fleet Office at the end of the day for de-briefing and advice on following day's work.	
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.	
Ensure your vehicle (and where appropriate trailer) is kept in a safe, serviceable and clean condition.	
Load and unload the vehicle adhering to Safe Working Procedures and Risk Assessments.	
Work from other depots within the group and operate other vehicles when required.	
Wear Countrystyle Recycling Uniform at all times and correct PPE required when collecting or delivering to customer and other Countrystyle operated sites.	
Report all accidents and incidents immediately to your fleet office or the Compliance Team and obtain details as required.	
Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work.	
Staff must co-operate, report unsafe conditions and comply with the company management systems and safe systems of work as well as co-workers to help everyone meet their legal requirements.	

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.



## Person specification

### Skills

The post holder will require a certain level of these skills in order to carry out the role.

Essential	Desirable
Good communication skills both verbal and written	
Good geographic knowledge of East Anglia	
Excellent driving skills and road safety knowledge	

### Experience

Include specific experience that is important for the post holder to have in order to perform the role.

Essential	Desirable
Previous HGV driving experience	Previous experience in the Recycling Industry

### Qualifications

Academic or professional qualifications that would be important to the performance of this role.

Essential	Desirable
Full LGV C (Class 2) licence with no more than 6 penalty points and no DR points in the last five years.	
A valid Driver Qualification Card (DQC)	

### Competencies

Other role specific behaviours or expertise that will give the job holder the ability to succeed and be efficient in this position.

Essential	Desirable
Demonstrate a positive and respectful attitude to others.	



Demonstrate teamwork and support of others	
Versatility and willingness to learn	
Reliable and Trustworthy	

## Signed

Signed for and on behalf of Countrystyle Recycling Ltd		Date	
Signed by job holder		Date	