

## JOB DESCRIPTION



<b>Job Title:</b>	Class 2 Driver	<b>Date Issued:</b>		<b>Name:</b>	
<b>Branch Department:</b>	Cardiff Depot	<b>Responsible To:</b>	Operations Manager	<b>Job Banding:</b>	
<b>Responsible For:</b>	Delivery & Collection of palletised goods routed either through core Palletways Network activity or as direct run full loads				
<b>Mode:</b>	Road - National Express Pallet Distribution				
<b>Job Purpose:</b>	To act as an ambassador for Palletways UK LTD whilst fulfilling all elements of this job description. To exceed depot budget by ensuring all key tasks and objectives are met. Primary focus on exceeding customers expectations.				

Key Tasks & Responsibilities:	Description:	Company Standard Means of Measurement:	Score
Health & Safety/UK road traffic law	To work at all times within pre-trained Health & Safety requirements/policy and UK road traffic law. To hold an appropriate licence for the designated activity, reporting any infringements in real time to Traffic Supervisor/Operations Manager. To take reasonable care for your own Health & Safety and anyone who may be affected by your acts or omissions, additionally to co-operate with Palletways, so far as is necessary to enable the company to comply with its legal duties in respect of Health & Safety.	HS audits, licence checks, near miss reports	
Personal presentation and PPE	To attend work in a clean and professional manner wearing uniform supplied. Ensure vehicle cab is a clean and professionally presented work space. To ensure correct Personnel Protective Equipment/clothing is worn at all required times.	Daily observations and spot checks	
DVSA Compliance	Ensure daily pre operation checks are completed to a diligent level in order to ensure fleet provided is fit for purpose before commencing journey. Ensure accurate annotation of records and seek the Transport Office support to correct any defects identified. Ensure you complete regular reviews of the fleet you have been assigned, during your working day to ensure any defects are detected and dealt with in as real a time as possible	Daily Defect Process and driver trainer	
DVSA Compliance	Ensure your load is secure and safe to travel including use of all straps provided	Observations and spot checks	
Tacho Compliance	Ensure Tacho annotation / usage and compliance are all completed accurately and the correct modes are selected at all times. Use POA where appropriate. To be downloaded every Friday or end of last shift of the week.	Weekly Compliance Checks	
Communication	Maintain regular contact with Traffic Department, keeping them up to date with progress of deliveries and collections (with particular focus on "timed" requirements). Communicate accurate and timely POD information for outbound deliveries ensuring any "clause" information is reported to the Traffic Office. Be responsible for highlighting any definite or potential failures of deliveries or collections.	Daily observations, exception reporting and KPI	
Palletways App	Logging on through the company phone given, ensuring the tracking is always on when working for Palletways, providing best possible ETA before leaving site, using arrival stamp and podding. Minimum ETA 96%, IOD 99%, POD 99%.	KPI report, exception report, POD scanning, daily observations	
Core collection and delivery activity	To journey plan, review, react and manage daily activity load as directed by traffic office, in order to ensure all outbound and inbound activity is completed in a timely manner and within ETA window.	Daily observations, exception reporting and KPI	
Insertion of freight into the hub	Ensure all freight being unloaded into the Hub is correctly labelled to enable tracking through archway scanning with 100% accuracy.	Hub scanning, delivery reports	
Documentation control	To ensure all daily documentation / customer own paperwork are returned to the Traffic Office in appropriate condition. To ensure licence is available on request	Pod scanning, KPIS, daily observations	
Behaviour	Ensure reasonable requests from the traffic department are accepted without question, debate or hesitation.	Daily observations	
Security	Ensure vehicle is always locked whilst in the process of delivering/collecting or when the vehicle is unattended and ensure valuables are not left on display	Daily observations	
Contribute to excellent depot performance	Exceed the depot budget by revenue and pallet volumes and have a clear understanding of how your role impacts the depot performance. Support the business as required.	Behavioural feedback	

Objectives/Key Focus Areas	Description:	Company Standard Means of Measurement:	Score

<b>Universally accepted aims and standards:</b>			AVERAGE SCORE
<b>To work within and in support of the business goals and cultural values of the company, maintaining a professional image at all times. Working as part of a team, there will be the need to provide cover for colleagues.</b>			0.0

**Rating key:** 1 Exceeds all expectations 2 Exceeds some expectations 3 Meets expectations 4 Unsatisfactory 5 Too new to assess