

POSITION DESCRIPTION

POSITION	Driver
EMPLOYED BY	Normans Transport & Storage Ltd
RESPONSIBLE TO	Dispatcher
LOCATION	Morrinsville and Hamilton
EXTERNAL FUNCTIONAL RELATIONSHIPS	Customers Suppliers Shareholders Consultants
COMPANY FOCUS STATEMENT	Yes Mentality, Book the Job, No 1 in Storage & Transport, Go the Extra Mile, Can do Attitude, Composure
DIRECT REPORTS	No

PRIMARY OBJECTIVE

Responsible for transporting containers or handling deliveries in a timely manner. Drive safely, obey traffic laws and respect the rights of other drivers.

KEY RESPONSIBILITIES

Key Areas of Accountability:	Expected Outcomes/Expectations:
Logistics	• Drive your nominated Normans' vehicle in accordance with all applicable laws. • Ensure your vehicle is kept clean and tidy at all times • Ensure your vehicle as a current certificate of fitness (COF) Registration (REGO) and road user charges (RUC) • Adhere to Drivers policies and procedures at all times. • Load and unload goods as instructed, using best practise to limit any damage to goods. • Operate your nominated Normans' vehicle conservatively for best fuel efficiency. (Scania Fleet , DynaFleet, NAVMAN) • Carry out pre start inspections on your nominated Normans' vehicle and report any defects accordingly. • Ensure your vehicle is fuelled up at the end of each day.
Health, Safety and Environmental Compliance (HSE)	• Ensure any visitors to site are aware of and remain compliant with the relevant health and safety policies and procedures

Document Name: Driver PD			
Authorised by: J Conaghan	Issue Date : July 2021	Version: 1	Page 1 of 3

	- Carries out pre-vehicle inspections and notifies the Workshop Manager in a timely fashion if there are any issues. - Timely and accurate reporting of all workplace near miss incidents/accidents - Remain compliant with legislative requirements through promotion and support of safe working practices at all times, including but not limited to wearing appropriate PPE, - Contribute to the development and implementation of HSE objectives. - Consider the long term sustainability of all activities and endeavour to reduce, reuse and recycle resources in line with company policy. - Actively adhere to Logbook regulations. - Comply with customer site entry conditions and PPE requirements.
Professional Development Achieves and maintains a level of professional development relevant to the organisation and role	- Performance objectives are agreed annually including relevant training and development - Takes ownership for own personal development and training needs to enable expansion of knowledge and trends to be effective in role - Demonstrates a willingness to undertake any other training required to meet obligations and the scope of the position
Communications To be proactive and supportive in communications throughout the business	- Championing of Normans policies and procedures - Ensure the company vision and values are role modelled. - Conflict is dealt with proactively to achieve a positive outcome where possible - Relevant data and reporting requirements are met within the agreed appropriate timeframes - Effective communication is maintained with all key stakeholders - Communicate after leaving each hub with your dispatcher. - Working and behaving in such a way, others think of you as competent, reliable and respectful.

Including any other duties not specified that may be requirement to complete the role, and as requested by the reporting manager and the leadership team.

AUTHORITY

Authority Levels	As per Normans Policy
Budgetary Levels	As per Normans Policy

COMPETENCIES

Skill Level Required	Current NZ full Driver's Licence, relevant to the vehicle being driven
-----------------------------	--

Document Name: Driver PD			
Authorised by: J Conaghan	Issue Date : July 2021	Version: 1	Page 2 of 3

--	--

PERSON SPECIFICATIONS

Knowledge and Experience:

- Class 2-5 Licences
- Basic Mechanical knowledge
- Understanding of load distribution and axle limits

Personal Attributes

- Personal integrity
- Able to prioritise and juggle workloads
- Patience
- Excellent Time Management

Signed by..... Date.....

Transport Manager..... Date.....