**Job Description**

**Driver**

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| **Job Details** |

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| Reporting to: Metal Recycling Manager |  | Date: 1st February 2018 |

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| Department: Car Spares / Metal Recycling  |  | Location: Wokingham  |

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| Responsible for: Recovery Driving  |

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| **Job Summary** |

The Recovery driver is responsible for the safe collections of vehicles locally and nationally.

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| **Key Responsibilities** |

* Planning delivery schedules and routes with line manager
* Supervising or helping to load and goods
* Ensuring loads are safely secured prior to travel
* Following traffic reports and changing your route if necessary to take the quickest route to the destination
* Completing promptly and accurately as required delivery paperwork and log books
* Maintaining your vehicle in good condition in line with DVSA regulations
* Complying with all Health & Safety requirements in depot, on road and at customers premises and to take responsibility for ensuring own fitness to drive at all times
* Acting as company ambassador when dealing with customers
* Any other reasonable task required by the company

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| **Key Skills** |

* Thorough knowledge of driver’s hours legislation, tachograph procedures and other legal obligations
* Competent in route planning and map reading ability
* Enthusiastic, efficient, well-motivated and a positive attitude
* Reliable and flexible
* Ability to organise and prioritise
* Ability to work as part of a small team

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name:  |  | Date:  |

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| Signature:  |

**Manager:**

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| Name:  |  | Date:  |

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| Signature:  |