**Job Description**

**HGV Driver**

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| **Job Details** |

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| Reporting to: Metal Recycling Manager |  | Date: 1st December 2013 |

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

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| Responsible for: HGV Driving |

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| **Job Summary** |

The HGV driver responsible for the safe delivery of goods locally and nationally.

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| **Key Responsibilities** |

**Responsibilities**

* Planning delivery schedules and routes with line manager
* Supervising or helping to load and unload 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 VOSA 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

**Key Skills**

* Thorough knowledge of drivers 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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| **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: |