# Class 2 HGV Multi Drop Driver

|  |  |  |  |
| --- | --- | --- | --- |
| Brand: Report To:  | Matthew ClarkTeam Leader/Supervisor/Manager | Job Family:Sub Family:  | LogisticsLogistics  |

|  |
| --- |
| Purpose |
| To deliver orders to our customers’ premises in a courteous and efficient manner. Ensuring we deliver safely and On Time and In Full. |
| Core Accountabilities |
| * Keep all vehicles in good order and to carry out daily vehicle inspections as per Standard Operating Procedures (SOPs).
* Ensure full compliance with Tachograph legislation.
* Advise and assist with the loading and unloading of vehicles according to depot working practices.
* Deliver orders to customers in a courteous and efficient manner as tasked.
* Completing all customer paperwork orders directed and ensuring compliance with Dips delivery schedules where applicable to ensure we arrive On Time.
* Comply with all health & safety requirements always including the use of PPE.
* Adhere to all training guidelines as per your training.
* Complete all paperwork / EPOD tasks and administration required accurately.
* Comply (when driving on Company business) with all relevant road traffic acts and regulations currently in force, and applicable working hours regulations.
* Record, collect and return to the depot all empty kegs, returns and damages placing them in the correct locations as directed.
* Ensure that the vehicle is maintained in a roadworthy condition & all defects are reported to the transport office daily.
* Responsible for ensuring that the vehicle cab and load space are always kept clean and tidy and that the load space is emptied at the end of each working day.
* Ensure that all loads are secured using the straps and nets provided and that they are maintained in a safe and stable manner to minimise the possibility of damage to stock or injury to persons.
* Attend driver debrief and liaise with appropriate staff on return to depot to ensure that all tasks have been achieved successfully.
* To direct the work of the Drivers Mates, if used.
* Assist with warehouse duties as and when required and within your capability.
* Assist the Transport Team Leader or Manager as required

**KPIs*** Stock breakages
* On Time and In Full (OTIF)
* Company & Depot standard KPI’s
 |
| Key Relationships  |
| Internal * Depot Management and staff
* Sales Teams

External* Customers
* Members of the public
 |
| Experience, Skills and Knowledge  |
| * Time management skills and be able to meet targets.
* Physically able to carry out duties
* Good Customer interaction
* Multi Drop Experience desired but not essential
* Good communicator
 |
| Qualifications & Education |
| * Minimum age 21 due to driving license requirements
* GCSE Maths & English preferred
* Driving Licence for relevant class of vehicle, clean preferred – maximum 6 points.
* Possess Driver CPC qualification
 |