

Lead Driver Reports to Site Supervisor

Works as part of the distribution team contributing to the efficient and effective delivery of Parcel Partner services

Compliance

- Adheres to works to all H&S related legislative processes e.g. daily vehicle defects check (See Nil Defects Report) and Tachograph.
- Report any defects or damage to the vehicle as they arise to the site supervisor
- Updates and maintains their knowledge of current relevant vehicle legislation.
- Drives responsibly on the UK highways as a representative of Parcel Partner.
- Observe Company rules and procedures as defined in the Driver's Handbook and other Company policies and procedures.
- Observe all Health and Safety regulations whilst at the depot or hub(s) e.g., Do NOT drive FLT unless qualified or authorised to do so.
- Adhere to tachograph regulations.
- Ensure the Company Health and Safety Policy and all other statutory requirements under the Health and Safety at Work Act 1974 is adhered to.
- Adheres to local clocking/timekeeping procedures.
- Ensures all relevant operational procedures are adhered to in order to maintain Company quality standards and competitiveness.
- Wear Company uniform whilst on Company business. Keep uniform in good and clean condition.
- Complete a daily walk round and visual inspection of their vehicle prior to leaving the depot
- Ten minutes prior to the vehicle leaving the depot and as part of the visual vehicle check taking place ensures that the 'digi card ' is inserted in to the vehicle
- Ensures that the fuel card is in the vehicle prior to leaving the depot

Internal & External Customer

- To provide holiday and sickness cover to all rounds in the site.
- Assist in the loading of vehicles as and when required.
- Ensures that any loading issues are highlighted to the site supervisor
- Check Load Sheet and Load Summary Sheet prior to leaving depot.
- Check Collection Sheet and all relevant details. Any problems with collections paperwork or quantities must be relayed to the Traffic Office Site Supervisor
- Check Delivery Sheet for any unknown addresses and report to Traffic Office/ Site Supervisors.
- Comply with the collection and delivery procedures as defined in the Driver's Handbook e.g.,
 - Deliver all Premium Deliveries before 9:30am or AM.
 - Delivery failures must be confirmed to the depot for a Returns Reference Number at point of failure.
 - CF/CT authorisation codes required before returning to the Depot.
- Receive details of ad-hoc collections and Carriage Forward (CF)/Carriage Transfers (CT) to be

completed that day.

- Ensure the correct paperwork is in place for collections from the depot.
- Before returning to the depot, ensure the follows is complete:
 - All returns have authorisation numbers.
 - All collections have been completed.
 - All CF's and CT's have authorisation numbers.
 - All deliveries are complete.
- On returning to the Depot complete a walk round check for road worthiness and report any issues to the Site Supervisor, if all clear hand keys into Traffic Office
- Participate in debrief meeting with the Traffic Office

Financials

- Continually seeks opportunities to improve our processes and services. Suggestions to site supervisor/operations Manager
- Looks for opportunities to increase the offer that we give to our clients
- Assists in business development as per local sales policy.

People & Development

- Ensures own knowledge of legislation is up to date
- Looks for opportunities to develop own skills and knowledge

Key Performance Indicators

- Achieve 96% delivery target
- VOSA compliant
- 100% WTD Complaint
- No RIDDOR accidents
- Zero target for accidents

VERIFICATION

I acknowledge receipt of this Role Profile and can confirm that all requirements are clearly understood. A copy of this role profile is to be retained on the employees file.

Signature	
Name (Printed)	
Date	