



DRIVER WITH TOWING – JOB DESCRIPTION

BACKGROUND INFORMATION

POSITION:	Driver with Towing
FUNCTION:	To ensure on-time, professional delivery /collection of toilets and welfare units to / from GAP Group customers, including full unit handover on delivery & recording any shortages / damages on collection.
LOCATION:	A GAP Depot
REPORTING TO:	Hire & Sales Co-ordinators/Workshop Foreman

RESPONSIBILITIES

- Deliver & collect toilets and welfare units to / from customer's sites, in a timely & professional manner.
- Check toilets and welfare units against paperwork received from hire desk prior to delivery and ensure correct asset numbers are delivered to the correct sites. Check asset numbers against paperwork on collection.
- Reporting any asset numbers / paperwork non-compliance to the depot hire desk immediately.
- Communicating with the customer's site and the Hiredesk to update on ETA or any issues with deliveries & collections.
- Complete a full hand over of toilets and welfare units on site, ensuring customer signs PDI & hand-over sheets.
- Ensure that all delivery / collection paperwork & waste transfer notes are signed by the customer in accordance with GAP audit procedures.
- Ensure that all delivery / collection paperwork & waste transfer notes are correctly completed by the GAP driver in accordance with GAP audit procedures.
- Record any damages, shortages or losses on the delivery / collection paperwork & ensuring the customer signs the paperwork to acknowledge.
- Updating the depot hire desk of any site address / site contact changes, or any site restrictions.
- Basic vehicle maintenance/ensuring roadworthiness and safety of vehicle (carry out daily vehicle checks in accordance with Group procedures).
- Safe loading /unloading of all toilets and welfare units onto/from or towing GAP vehicles (strapping /chaining /roping).
- Tag up damaged toilets and welfare units on return to depot and locate in correct area within depot yard/workshop.
- Where applicable ensure digital Tacho's are used and downloaded in line with current legislation.

- Familiarise & abide by customer Health & Safety rules when on site.
- Keep workshop and vehicle organised, clean and tidy and assist with general workshop duties as and when required.
- May be required to Clean and Service Welfare Units/Toilets when in yard
- Carry out any other reasonable duties as deemed necessary by the Hire & Sales Co-ordinators/Workshop Foreman

PERFORMANCE INDICATORS

- Accurate paperwork
- Vehicle kept roadworthy, clean and free from dents
- Zero complaints from customers
- Zero complaints from other road users
- Managers feed-back (on-going managers appraisal)
- FTA analysis and compliance reports