



## DRIVER – JOB DESCRIPTION

### BACKGROUND INFORMATION

<b>POSITION:</b>	Driver
<b>FUNCTION:</b>	To ensure timeous professional delivery/collection of plant to/from GAP Group customers.
<b>LOCATION:</b>	A GAP Depot
<b>REPORTING TO:</b>	Hire & Sales Co-ordinators/Workshop Foreman

### RESPONSIBILITIES

- Deliver & collect plant to/from customers ensuring accurate completion of paperwork (obtaining authorised signatures/noting damages/fuel levels/correct plant numbers)
- Start machines on site when requested
- Basic vehicle maintenance/ensuring roadworthiness and safety of vehicle (carry out daily vehicle checks in accordance with Group procedures)
- Check plant against paperwork received from hire desk prior to delivery
- Safe loading/unloading of all plant and equipment onto/from GAP vehicles (strapping/chaining/roping)
- Tag up damaged machines 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
- 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.
- Carry out any other reasonable duties as deemed necessary by the Foreman or Depot Manager

### 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