

Aspire Job Description

Job Title: DRIVER Category D (PCV) **POSITION ID:**DVR022

Entity: **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

Location: Aldershot

Reports to: Team Leader

Key Purpose of the Role:

- To drive all vehicles commensurate with the appropriate licence category's in a totally professional manner.
- Carry out other additional tasks as directed by the Depot Team Leader/designated responsible person

Key Responsibilities:

- Deliver a professional & safe transport service to the customer.
- Conduct themselves in a professional manner at all times as a representative of the company.
- Must show flexibility in working hours and be able to adapt to change.
- Correct completion and handling of tachographs on applicable vehicles.
- Correct handling and completion of company related documentation and all driving documentation, including Vehicle Utilisation Records and Daily Tasking Sheets
- Comply with all current Health and Safety regulations, ensuring the safety of passengers, vehicles and any loads involved.
- Carry out daily vehicle walk around checks on each vehicle driven, in accordance with ADSL Transport Services Procedures.
- Report any vehicle damage or other defects in writing to the appropriate person.
- Refuel, and leave all vehicles in a clean and tidy condition after use.
- Comply with all company policies and procedures
- Wear provided company uniform and Personal Protective Equipment (PPE) commensurate with the task being undertaken.
- Vehicle cleaning, basic driver maintenance and preparation as required.
- Carry out other relevant duties as required by Line Management
- Escort contractors around site in support of Transport Services.

Qualifications

Essential:

- Current Cat. D Licence (PSV) with no endorsements
- Current Driver CPC Qualification Card

Desirable:

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- Evidence of training in current Driver CPC period.
- Current Cat. C or C+E Licence.
- Digital Tachograph Card

Experience & Knowledge:

Essential:

- Basic Knowledge of Drivers Hours and Tachograph Regulations

Desirable:

- Previous experience in a driving role particularly within the MoD
- Experience of driving in a customer facing role
- An understanding of military/transport processes together with some knowledge of local area may be an advantage

Skills:

- Ability to communicate at all levels
- Able to demonstrate flexibility
- Identifies customer needs and responds to them.
- Participates as a fully effective team member.
- Applies a win-win approach in dealings with customers and suppliers.
- Demonstrates good customer service ethos.
- Assists colleagues to do things in the best way
- Must be physically fit and have a willingness to work occasional nights away

Date:

13 Aug 2019