

## Aspire Job Description

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**Job Title:** Driver **POSITION ID:** DRV160

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

**Location:** Worthy Down

**Reports to:** Depot Team Leader

**Key Purpose of the Role:**

- To drive all vehicles commensurate with the appropriate licence category in a totally professional manner.
- To ensure all vehicles are cleaned to the required standard for handover to the customer and carry out general duties including upkeep of depot area.
- Carry out vehicle condition checks and conduct handover/takeover processes with the customer.
- Carry out other additional tasks as directed by the Depot Team Leader, or designated responsible person

**Key Responsibilities:**

- Deliver a professional & safe transport service to the customer.
- Always conduct themselves in a professional manner as a representative of the company, whilst ensuring the safety of passengers, vehicles and any loads involved.
  - Must show flexibility in working hours, work location and be able to adapt to change.
  - Correct completion and handling of tachographs on applicable vehicles.
  - Correct handling and completion of company related documentation including all driving documentation, such as Vehicle Utilisation Records and Daily Driver Tasking Sheets.
  - Carry out daily vehicle walk around checks on each vehicle driven, in accordance with ADSL Transport Services Procedures.
  - Report any vehicle damage, or defects, on each vehicle driven in accordance with Company Procedures.
  - Refuel, and leave all vehicles used, in a clean and tidy condition after use.
  - Clean and valet Self Drive vehicles in accordance with Company Working Procedures.
  - Ensure vehicles driven by the customer are refuelled after details.
  - Issue and receipt vehicles with customers and/or hire company representatives using correct documentation, including completion of relevant vehicle Handover / Takeover paperwork. ensuring all defects and accident damage is recorded/reported in accordance with company Working Procedures.
  - Ensure Self-Drive customers have the correct licenses and permits to drive vehicles.
  - Maintain cleanliness in and around the valeting area including daily cleaning and upkeep of outside Depot areas.
  - Receive fuel and operate the F&L Point, as applicable.

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- Comply with all company policies and procedures.
  - Comply with all current Health and Safety regulations and wear appropriate, issued, company uniform and Personal Protective Equipment (PPE) commensurate with the task being undertaken.
  - Escort sub-contractors around camp, in support of Transport Service delivery.
  - Carry out other relevant duties as required by Line Management
- Qualifications**
- Essential:**
- Current Cat. D Licence (PSV) with no endorsements
  - Current Driver CPC Qualification Card
  - Digital Tachograph Card.
- Desirable:**
- Evidence of training in current Driver CPC period.
  - Current Cat. C or C+E Licence.
  - IT literate
- Experience & Knowledge:**
- Essential:**
- Basic Knowledge of Drivers Hours and Tachograph Regulations
- Desirable:**
- An understanding of military/transport processes together with some knowledge of the local area would be advantageous.
  - Previous experience in a driving role within the MoD or equivalent experience of driving in a customer facing role
- 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
  - Attention to detail.
- Date:** 10<sup>th</sup> Jun 2019