

Aspire Job Description

Job Title:	DRIVER Category D(PCV)	POSITION ID: DRV162
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)	
Location:	Worthy Down	
Reports to:	Team Leader	
Key Purpose of the Role:	<ul style="list-style-type: none"> • To drive all vehicles commensurate with the appropriate licence category in a totally professional manner. • Carry out other additional tasks as directed by the Depot Team Leader/designated responsible person 	
Key Responsibilities:	<ul style="list-style-type: none"> • 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 to the appropriate Customer Service Agent/vehicle scheduler. • 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 and preparation as required. • Carry out other relevant duties as required by Line Management • Escort contractors around camp in support of Transport Services. 	
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> • Current Cat. D Licence (PSV) with no endorsements • Current Driver CPC Qualification Card <p>Desirable:</p> <ul style="list-style-type: none"> • Evidence of training In current Driver CPC period. • Current Cat. C or C+E Licence. • Digital Tachograph Card 	
Experience & Knowledge:	<p>Essential:</p> <ul style="list-style-type: none"> • Basic Knowledge of Drivers Hours and Tachograph Regulations <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience in a driving role within the MoD • Proven experience of driving in a customer facing role 	

Aspire Job Description

- Skills:
- An understanding of military/transport processes together with some knowledge of local area may be an advantage
 - 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: 04 September 2017