

Aspire Job Description

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

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

Location: Worthy Down

Reports to: Transport 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.
- Record and process vehicle damage and carry out basic vehicle maintenance in line with local procedures (training provided).

Key Responsibilities:

- Deliver a professional & safe transport service to the customer, whilst ensuring the safety of passengers, vehicles and any loads involved.
- Cleaning and valeting of vehicles in accordance with Company Working Procedures.
- Drive vehicles commensurate with driving licence categories in a totally safe manner and ensure correct completion of driver documentation including use of tachographs on applicable vehicles.
- Issue and receipt all vehicle types with self-drive customers Using the correct Handover / Takeover documents.
- Carry out vehicle checks and process any damage or defects in accordance with local procedures.
- Carry out basic level 1 vehicle maintenance and periodic vehicle checks (training will be provided).
- Ensure vehicles are refuelled after use.
- Maintain cleanliness standards and upkeep of the valeting area and outside depot areas.
- Assist with customer support as required.
- Must show flexibility in working hours, work location and be able to adapt to change.
- Ensure customers have the correct licenses and permits to drive vehicles.
- 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 contractors and visitors around site in support of Transport Services.
- Carry out other relevant duties as required by Line management.

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Qualifications

Essential:

- Current Category B Licence (Car) with no endorsements

Desirable:

- Licence Category's D1, D, or C
- Current Driver CPC Qualification Card
- Evidence of training in current Driver CPC period.
- Digital Tachograph Card

Experience & Knowledge:

Essential:

- Previous experience with vehicle/equipment cleanliness standards and quality control.

Desirable:

- An understanding of military/transport processes together with some knowledge of local area may be an advantage.
- IT literate.
- Knowledge of Drivers Hours and Tachograph Regulations

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 outdoors

Date:

01/07/2020