

Position Description

Position:	Truck Driver
Reports to:	Depot Manager
Purpose of Position:	Driver for all truck types
Review of Position:	This Position Description will form the basis for all performance and competency reviews.

General Duties

- a) Perform general housekeeping duties as required.
- b) Ensure Quality and Environmental requirements are met at all times.
- c) Ancillary duties, including loading and unloading of any goods.
- d) Complete any required documentation.
- e) Ensuring the vehicle / machine is kept in a clean and tidy condition and carrying out minor maintenance tasks, if required.
- f) Attend to all reporting procedures associated with logbooks, waybills, dockets and timesheets as required by the Company.
- g) Report any defects and/or non-conformances as soon as practical
- h) Attending to the daily checking of vehicle (oil, water, fuel, air pressure, safety conditions and equipment security) and lubrication of plant and machines as required.
- i) Monitor Road User Charge Licences, Hubo-meter readings, etc and keeping the Company informed of the need for road user charges and maintenance required.
- j) Attend Company meetings as required.
- k) Such other duties as the employer may reasonably require.
- l) Work with other staff members to build and maintain a good team spirit.
- m) Always maintain open communication between yourself and all other staff.
- n) Maintain the security of all premises and property belonging to Sollys Freight (1978) Ltd.
- o) Observe and respect the harassment, sexual harassment and smoking policies of the Company.

Truck Driving Responsibilities

- a) Plan trip logistics and ensure all documentation required to operate the truck and / or trailer and transport the load is available and in the truck before departure.
- b) Ensure all cargo is secured properly, compliant with NZTA and Sollys Rules.
- c) Ensure all cargo is covered and / or protected as required by Sollys and the Customer and that no damage or contamination occurs during loading, transport and unloading.
- d) Perform pre-trip, en route and post trip inspections of truck, trailer and load.
- e) Comply with delivery schedules as will from time to time be provided
- f) Comply with the lawful and reasonable instructions given to them and comply with all or any of the policies, directives, work rules and procedures which have been or may be established by us or our customers both on Sollys and Customers Worksites.
- g) Strictly comply with all relevant legislative requirements including but not limited to:
 - o Worktime and logbook rules.
 - o RUC requirements for correct licences and application.
 - o Documentation including DG requirements.
 - o CVIU Inspections including roadside inspections.
 - o Vehicle loading requirements.

Truck Maintenance / Compliance Responsibilities.

- a) Attending to the daily checking of vehicle (oil, water, fuel, air pressure, safety conditions and equipment security) and lubrication of plant and machines as required.
- b) Monitor Road User Charge Licences, Hubo-meter readings, etc and keeping the Company informed of the need for road user charges and maintenance required.
- c) RUC (Thursdays) Advise your depot supervisor of the hubometer kilometres on truck, trailer or utility vehicle at the start of work or the evening before so that these can be advised to the Takaka Office by 8.00am each Thursday.
- d) Advise maintenance requirements by completion of sections in their waybill summary or urgent maintenance to their dispatcher.
- e) Ensure the truck and / or trailer are maintained without damage
- f) If damage is caused to truck, ensure an incident report is filled in and handed to the Freight Manager
- g) Report any mechanical problems to the Freight Manager.
- h) Keep truck and associated equipment correctly stowed, tidy and in good working

order.

- i) Responsible for routine fuelling of the vehicle.
- j) Cleaning the truck and trailer.

Health & Safety Responsibilities

- a) Ensures that all work procedures are conducted in a safe manner in accordance with Solllys Health and Safety Policy, Solllys Company Policy Manual and applicable Standard Operating Procedures and Work Procedures.
- b) Perform all functions in a safe manner so as to not jeopardize their own safety, the safety of others in the workplace or the protection of the environment.
- c) Identifies and reports hazards in the workplace.
- d) Wears correct and approved PPE at all times and ensures that PPE is maintained in satisfactory delivery.
- e) Reports all incidents and accidents immediately.
- f) Assists with any investigations into incidents and accidents where required.
- g) Emergency response procedures are understood and followed.
- h) Take all care to ensure that the equipment under their control is in a sound and safe condition and is not left in an unsafe condition or in a condition that may cause damage or injury to other persons or material objects.

Personal Responsibilities

- a) Maintain required licences, immediately inform the Company of any:
 - o Loss of drivers' licence
 - o Demerit points imposed, and /or any traffic infringement notice received.
 - o Any conviction, traffic or otherwise when they incur.
- b) The employee may be required to be away from home from time to time to fit in with operations.
 - o Nights away in any 7 day period will generally not exceed 3 unless by specific arrangement.
 - o Solllys will provide nightly accommodation including dinner, breakfast and a cut lunch for the next day at reasonable standard accommodation at no cost to the employee. Any extra costs incurred will be at the employees' expense and invoiced to the employee.
 - o Allowances for alternative accommodation will only be paid by prior arrangement.

- A purchase order number must be acquired for accommodation.
- c) Mobile Telephones and Tablets (Vehicles fitted and Hand Held)
 - Mobile phones and tablets both fitted in vehicles and hand held are there to allow drivers to be a self-managing unit. Phones should be restricted to work related and emergency calls. Mobile phones are data capable and all data usage shall apply to work related use only.
 - While driving a driver must not use a mobile phone as set out in the Land Transport (Road User) Rule 2004. The use of a mobile phone under this rule while driving is strictly prohibited and will result in disciplinary action.
 - If hands free kits are fitted to vehicles, then they must be used.
 - In the event of an accident where the Police are investigating they may determine if a phone was being used at the time of an accident.
 - Full attention and concentration to driving must always apply and in difficult driving situations even with hands free kits, incoming calls should be ignored, leaving the message service to deal with them.

PERFORMANCE STANDARDS

Must meet the following requirements and standards.

- a) Operates truck effectively to achieve requirements of Solllys, including time, safety, budget and quality.
- b) Must be able to work the hours necessary in order to achieve the operational requirements of the Company.
- c) Maintains a solution – focussed approach to all aspects of work.
- d) Must show up to work on time every day.
- e) Manoeuvres and controls the truck in a safe fashion, including handling the truck on the open road, metro roads, depots and customer yards and off road. Undertake proper signalling, searching for hazards, controlling speed, lane positioning, matching speed to road conditions.
- f) Must be willing and able to drive both day and night.
- g) Safely loads and unloads all freight, goods and machinery and properly secures all loads.
- h) Must be able to climb, bend, stoop, kneel, lift overhead, work at heights, access truck easily and maintain a reasonable physical and health standard.
- i) Is able to work independently

j) Is able to manage multiple tasks simultaneously.

k) Is reliable in all aspects of work.

COMPETENCIES

Job Knowledge	Familiar with all aspects of the job he is required to do and is able to work independently.
Productivity	Able to prioritise and organise work, able to utilize time effectively and fully meet deadlines.
Adaptability	Able to adjust to change with a minimum of disruption to productivity.
Punctuality	Arrives at work on time every day.
Positive Can-do Attitude	Take to demanding situations with a positive attitude and a practical approach; is proactive shows initiative; has a positive attitude.
Teamwork	Works cooperatively with others in the team and works together as opposed to working separately or competitively; actively participates in the building of the capability of the team.
Oral and Written	Able to communicate clearly with managers, dispatchers and other staff. Able to complete waybills and paperwork clearly and accurately.
Work Ethic	Displays a consistently high level of personal integrity and pride in work. Motivated and willing to learn and be accurate, honest and reliable, and able to work effectively unsupervised.