



## Job Description

1. Job Title – PCV Driver

2. Line Manager – Leading Driver

3. Main purpose of job

Working as part of a team, the main purpose is driving company vehicles to the highest standard and in line with the governing rules and regulations and at the same time adhering to the Highway Code and traffic laws.

Cleaning vehicles and light maintenance and garage duties are also required as is the reporting any defects.

Without exception you will provide respect and excellent customer service to all our clients and respect to all colleagues

4. Key result areas, key tasks & main duties

- Driving all types of company vehicle
- Keeping vehicles in a state of readiness to the highest possible standard
- Reporting any defects
- Garage, yard and estate duties, including light maintenance.
- Providing excellent customer service on all journeys
- Planning and preparation for journeys and tours
- Loading cases and equipment
- Clean and smart in appearance
- Keeping company uniform in good condition
- Complying with all company policies and procedures and Health & Safety procedures
- Accurate completion of any paperwork

- Occasional handling of money
- This list is not exhaustive and you should comply with any other duty as required by the management

5. Responsible for staff/equipment

- You are responsible for yourself and your own Health and Safety as well as the Health & Safety of others
- You may be required to be responsible for any escorts on your vehicle
- You are responsible for the vehicle you are using at the time and all the equipment therein
- Maintaining company policies and procedures
- your own training and driving licence requirements

6. Responsible to (reporting relationship)

- You are ultimately responsible to the General Manager, or a nominated deputy, via the Leading Driver

*Note: Once printed this document becomes a complimentary copy and will not be updated*