Job Description: Class 2 Driver

Our Vision: *Deliver innovative supply chain solutions.*

Our Purpose: *We are here to help you succeed.*

Our Mission: *Develop great people that deliver exceptional results.*

We live our Core Values of ***Honesty, Respect, Sharing Passion, Taking Pride and working as a team.***

Job Title: Driver	
Department: Transport	**Group/Team:** n/a
Reports to: Transport Manager	**Responsible for:** n/a
Job Objective: The key responsibility of a Driver is to ensure the operation is fulfilling the company's vision, mission, values and objectives. The job holder is accountable for using their knowledge, skills and experience to deliver a variety of products to Sorted's supply chain partners and customers in a safe and timely manner. The job holder must operate a vehicle safely at all times, communicate internally and externally in a prompt and courteous manner, consistently achieve high levels of productivity, accurately complete all necessary paperwork, report any potential faults jeopardising the safety or operation of vehicles, report any potential RUC, COF and servicing requirements and fulfil all Ministry of Primary Industry (MPI) requirements.	

Key Responsibilities:	**What success looks like:**
Maintain and grow **Sorted's culture** in line with company values.	• 'Can do' attitude and willingness to go the extra mile to achieve our vision. • Demonstrate our values of honesty, respect, working as a team, taking pride, passion. • Treat the business as your own and show that you care about what we are aiming to achieve.
Health and Safety practices are being followed at all times.	• Always promote KOMS and a high standard of conduct. • Ensure operation meets service standards in a safe professional manner. • Monitor driving hours and work within limits to reduce likelihood of driver fatigue. • Stay up-to-date with safety regulations. • No loss time occurs due to work related injuries. • Report all risks and incidents within 24 hours of identification. • Adherence to Health and Safety rules and all incidents, hazards, near misses are being reported. • Look out for other team members related to safe behaviour.

	• Contribute towards a H&S culture within the Transport team, by adhering to the following:
	  ○ Ensuring truck pre-trip inspections are completed daily before use
	  ○ Any faults are entered into Vault
	  ○ Ensure to adhere to road standards.
	  ○ Maintain valid certifications and licenses.
	  ○ Vehicle is secured when not in use.
	  ○ Take tablets out of trucks and do not leave keys in trucks. Tablets stay in trucks, keys in lock box.

Inspect and maintain the condition of the vehicle prior to operation each day.	• Ensure the vehicle is legal and safe to operate on a daily basis. • The inspection notes are written into the log book every week, per the Driver policy. • Vehicles are washed each week and cabs are cleaned after each day. • Professionally dressed in Sorted uniform at all times.
Check load before driving.	• Ensure that product is in good condition and loaded in a way to ensure no potential damage could occur. • Ensure consignment note details match the product and label. • Ensure product is compliant with vehicles capabilities: Product transported must be suitable to the vehicle and loaded in a safe and legal manner within appropriate compliance and load limits.
Timely and accurate delivery of customers' orders	• All orders must be delivered at a relevant time to meet customer expectations and in line with the Transport team's instructions. • Plan routes and meet delivery schedules.
All relevant **paperwork is completed in full and accurately.**	• Proof of Delivery is obtained at the time of each delivery. • Logbooks are completed accurately in a timely fashion.
Maintain licenses.	• All licenses related to the safe operation of the truck (s) and MHE are to be kept current.
Effective use of systems	• Learn and use the system(s) in place effectively and efficiently • Be comfortable with software and be able to use the system(s) required for the job activities on an ongoing basis.
Take responsibility for **Security of sites.**	• Warehouse doors are locked when no one is working inside and alarms are set when last person leaves site. • No one is allowed on site without permission. • Gates and doors are shut.

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Take responsibility for **Cleanliness** of our sites	• Clean as you go. • Warehouses and cafeteria are kept clean and tidy. • Remind others if their standards are slipping.
Ensure Sorted is successfully **meeting customer expectations.**	• Customers' expectations and requests are managed as timely and efficiently as possible. • Any other reasonable request by customers or work colleagues is completed in a timely and efficient manner.

Key Relationships	
External	Customers External Drivers Contractors
Internal	Transport Manager Dispatcher Customer Services Warehouse Staff Office Staff

Key Skills / Attributes / Specific Competencies	
Expert Level	• Class 5 license or Class 4 license • Be able to develop, train and communicate company procedures. • Solve problems in the system.
Advanced Level	• Class 2 license • Exceeds and maintains KPI's in all areas • Systems knowledge
Working Knowledge and attitude	• Working knowledge of road transport rules • Ability to operate a vehicle legally and safely • Ability to operate a variety of Material Handling Equipment (MHE) • Good communication skills • Good organisational skills • Enjoy practical and manual work • Have the ability to keep detailed and accurate records • A good eye for detail • Be able to work as part of a team • Positive attitude • Committed to safety • Willingness to learn *Dependent on position:*

	• Must be able to lift 16kg and carry for maximum of 20 meters.
Awareness	• Follow H&S procedures and lead by example

Required Qualifications and Experience	
Experience	• Previous experience in a similar position in the Supply Chain Industry • Experience Level • Intermediate: 5 to 10 years.
Qualifications	• Minimum: Class 2, F Endorsement, OSH Certification. • Intermediate: Class 4 • Senior: Class 5
Critical requirements	• Full Covid-19 vaccination due to high-risk role and port requirements.