

## **JOB SPECIFICATION AND PERSONAL REQUIREMENTS**

### ***JOB SPECIFICATION***

*Hours of work:* EC Drivers hours regulations / Road Transport Working Time Directive  
*Job Title:* Commercial Vehicle Driver  
*Responsible to:* Freightlink Europe operational Staff

Freightlink Europe is a family run haulage business based in Halifax, West Yorkshire. Thanks to its fabulous team, Freightlink Europe was accredited with DVSA founder member Earned Recognition status, deemed to be an exemplary operator. It relies on its teams both in the office on the road to maintain this status through close collaboration and compliance with Operator Licence and industry rules and regulations.

The Company offers UK transport solutions to freight forwarders, hauliers and manufacturers. Collections/deliveries are predominantly multi drop. Nights out are required for some drivers and this is discussed prior to employment.

The fleet consists of vans, 7.5 and 18 tonne curtain sided rigid vehicles and articulated vehicles. Most vehicles are equipped with tail lifts.

The team is dedicated to offering its customers and their customers the highest possible level of service. To do this Freightlink Europe values and relies upon proficient, professional, and collaborative teams, both in the office and on the road. Drivers must reflect the Company's ethos for collaboration, delivery of high service levels, professionalism as well as having the highest possible driving abilities. They must be strong communicators, with a positive, constructive attitude to work.

The Freightlink Europe fleet is maintained to a high standard to ensure optimum fleet performance, reliability and road safety. Drivers must reflect the company's focus on road safety, vehicle roadworthiness and compliance with industry standards. Drivers are required to treat vehicles with care and respect, carrying out thorough daily documented vehicle checks whenever taking control of any vehicle for the first time. Any faults must be documented and reported immediately. Under no circumstances must an unroadworthy vehicle be taken onto the public roads.

Company image and reputation is paramount. Drivers are valued ambassadors of the Company and must respect the Highway Code, be courteous to other road users, customers and each other. They must never involve themselves in situations of conflict. Should such a situation arise, drivers are required not to be drawn into the conflict, but to contact the Company immediately.

On the road particular care and respect must be given to vulnerable road users – pedestrians, cyclists, persons on horseback. In adverse weather conditions such persons become more vulnerable and may act in an unexpected manner. Drivers should leave the same amount of space for cyclists as they would a car.

In order to preserve Company image and for their own and public safety, drivers must respect all site rules and health and safety rules and regulations, either legislative, of the Company or a client.

At all times, drivers must respect tachograph, drivers' hours' legislation and the road transport working time directive.

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### **PERSONAL SPECIFICATION AND REQUIREMENTS**

Freightlink Europe recognises that creating a better business culture attracts the best talent to organisations. We recognise the contribution that talent from all sections of society can bring to our business. We are committed to encouraging a supportive and inclusive culture amongst the whole workforce and ensuring equal opportunities. We therefore welcome application for employment from all sections of society.

- **Appearance** – Clean and presentable.
- **PPE** – Employed drivers shall be provided with full PPE. A uniform will be provided to drivers employed following a 3 month probationary period.  
  
Agency drivers shall be required to attend with high visibility jacket, hard hat, steel toe capped boots, goggles and gloves. The Company can provide the same and which will be charged to the individual
- **Communication** – Polite and effective communicator. Freightlink Europe relies upon its drivers to be ambassadors for the Company and be polite and courteous to customers and the public at all times. Drivers are required to keep in regular contact with the office in order that the Company can in turn keep its customers up to date with the progress of the transport.
- **Literate** – Drivers are required to be able to read paperwork and signage and to understand and communicate the written instruction.
- **Licence requirements** – Freightlink Europe operates a mixed fleet (rigids/articulated vehicles), most of which are equipped with tail lifts. Drivers may be required to drive any one of these vehicles, according to the licence held. Any penalty points, fixed penalties or pending prosecutions must be advised to Freightlink Europe immediately and at the time of applying for any position.
- **Behaviour and attitude** – Freightlink Europe is committed to delivering the highest possible service levels and experience to customers. Drivers are at the forefront of customer experience and must have a friendly, positive, constructive, professional and proactive attitude to work.
- **Levels of fitness** – Drivers are required to enjoy a good level of general fitness. Any health problems which may prevent commercial vehicle driving or safely carrying out any manual movements and which could further impair a driver's fitness to work or ability to work safely must be advised to the Company prior to employment commencing.
- **Fitness to drive** – Freightlink Europe has a zero tolerance to the taking of drugs and alcohol whilst at work. Drivers must drug and alcohol free at all times. Drivers should consult with their doctor prior to taking any prescription drugs in order to ensure that there is no risk of drowsiness or any other side effect that may impact on the ability to drive and/or work safely. The Company carries out drug and alcohol testing prior to employment, with cause and annually on an ad hoc basis. Drivers shall be required to sign a declaration that they are not suffering from DVLA reportable medical condition.
- **Flexibility** – Due to the nature of our industry, some drivers may be required to work

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- unsociable hours, weekends and/or spend nights out. Every effort is made to work with drivers to meet a driver's varying circumstances. Such circumstances and requirements should be discussed prior to employment in order that any necessary adjustments may be made

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### **OPERATIONAL REQUIREMENTS**

- **Industry experience**– By preference drivers are employed with a minimum of 2 years' experience, although exceptions may be made.
- **Drivers' hours and tachograph knowledge** – Preference may be given to drivers who have attended Drivers' Hours and Tachograph Driver CPC periodic training or be able to evidence compliance with the same. Any previous convictions or pending prosecutions must be advised at the time of job application. Drivers must always report to work with 28 days working records.
- **Safe loading and weight distribution.** Freightlink Europe operates a strict policy prohibiting the overloading of vehicles, either by axle or total vehicle weight. Drivers are required to be competent in safe loading practices (strapping and securing loads to the base of the vehicle) and weight distribution (safe loading of goods based on maximum weight per axle).
- **Tail lift vehicles** – By preference drivers shall have experience in working all types of tail lift vehicles and safe working practices surrounding the use of tail lifts.
- **Vehicle checks** – Drivers must be proficient in carrying out documented vehicle checks and defect reporting. Under no circumstances must a vehicle be taken onto the road that is not roadworthy
- **Coupling** – Drivers of articulated vehicles must be proficient in safe coupling operations and never couple or uncouple a vehicle without first applying both the vehicle and trailer brakes.
- **Licenses** – Drivers must hold the appropriate licences and Driver CPC periodic training.

The Company accepts that at the start of a driving career drivers may be lacking in certain experience. Exceptions will therefore be made for drivers demonstrating other skills together with a positive attitude to work and an inclusive team spirit.