JOB DESCRIPTION

| **Title** | LOCAL CARTAGE DRIVER | | |
| --- | --- | --- | --- |
| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The **Local Cartage Driver** is entrusted with the safe and timely delivery of goods to and from specified locations as per the [Organization Name]'s delivery schedules. The role demands a high level of responsibility, accuracy, punctuality, and an unwavering commitment to road safety.

The Local Cartage Driver represents the face of the company to customers and thus professionalism, and effective communication is expected at all times.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Safely transport goods to and from specified locations, adhering to company delivery schedules.
* Maintain an accurate logbook of driving activities, including hours worked, deliveries completed, and rest periods.
* Liaise with dispatch to communicate any traffic issues and delays.
* Secure goods properly to prevent damage during transit.
* Assist in loading and unloading goods, using hand trucks and electric lifts as required.
* Obtain signatures from customers upon delivery to confirm receipt of goods.
* Notify management of any incidents, including accidents, parking tickets, vehicle damage, and major maintenance issues.
* Ensure the company truck is clean and well-maintained at all times.
* Other related duties as assigned.

**Key Qualifications**

* High school diploma or GED.
* Valid Class C Commercial Driver's License (CDL).
* A clean driving record.
* Sound knowledge of road safety regulations.
* Previous experience as a Local Driver or a similar role in logistics is required.
* Proficiency in operating and parking large vehicles.
* Familiarity with local streets, neighbourhoods, and routing systems.
* Proficiency with GPS systems and other navigation tools.
* A proven record of adherence to delivery schedules and deadlines.

**Core Competencies**

* Excellent organisational and time management skills.
* Strong communication skills and the ability to collaborate with a team.
* Ability to adapt to changing situations, such as adjusting routes due to traffic congestion, road maintenance, and accidents.
* Strong customer service skills, including the ability to handle customer questions and complaints professionally.
* Strong commitment to safety and delivering high-quality service.
* Strong attention to detail, diligence, and punctuality.
* Ability to problem-solve and excellent time management skills.
* Highly organised and self-motivated, with the ability to work independently.

**Working Conditions**

* The standard work week for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* Spending most of the time on the road, with potential for long hours depending on delivery schedules.
* May involve heavy lifting during the loading and unloading of goods.
* Involves constant interaction with customers, dispatch, and warehouse staff.
* Regular maintenance and cleanliness of the company vehicle are required.
* May sometimes demand adjusting routes and schedules in response to unforeseen circumstances such as traffic congestion, road maintenance, and accidents.