JOB DESCRIPTION

| **Title** | HIGHWAY DRIVER | | |
| --- | --- | --- | --- |
| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The **Highway Driver** is responsible for the safe and timely transport of goods or passengers over long distances, primarily via highway routes. This position plays a crucial role in maintaining supply chains, supporting commerce, and providing transportation services.

The incumbent should be a safety-conscious individual with strong navigational and communication skills, possessing a valid commercial driver's licence, and demonstrating a commitment to adherence to schedules, compliance with regulations, and excellence in customer service.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Drive extensive distances to transport goods to clients, adhering to set schedules.
* Safely load and unload cargo, ensuring proper handling.
* Accurately document cargo deliveries in accordance with company procedures.
* Refuel and conduct regular cleaning of the vehicle to maintain appearance and functionality.
* Promptly report any road incidents or accidents to the dispatcher.
* Comply with all traffic laws and regulations.
* Conduct thorough inspections of the truck, noting and recording any issues.
* Adhere to established accident procedures, prioritising safety and reporting.
* Maintain a detailed activities log, including logging driving hours as per regulations.
* Promptly report mechanical issues to maintenance staff, facilitating timely repairs.
* Utilise GPS systems to plan and follow efficient routes.
* Ensure timely delivery of goods to clients, reflecting a commitment to customer satisfaction.
* Foster a positive relationship with customers through a professional and courteous attitude.
* Regularly review and keep the commercial driver's licence up to date in compliance with legal requirements.
* Other related duties as assigned.

**Key Qualifications**

* High School Diploma or equivalent general education degree.
* Valid driver's licence with a clean driving record for (Insert if specific license is required).
* Previous experience as a Highway Driver or a similar role is required.
* Proficiency in operating and parking large vehicles.
* Proficiency with GPS systems and other navigation tools.
* A proven record of adherence to delivery schedules and deadlines.
* Ability to operate trucks under various weather and traffic conditions.

**Core Competencies**

* Excellent organisational and time management skills.
* Strong communication skills and the ability to collaborate with a team.
* High level of integrity, dependability, and a strong sense of urgency.
* Strong commitment to safety and delivering high-quality service.
* Strong attention to detail.
* 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.
* Work schedules may include irregular hours, weekends, and holidays.
* The role is physically demanding and may require lifting (XX) pounds.
* Exposure to varying weather conditions.
* The role includes frequent starts, stops, and periods of vehicle operation.
* Regular vehicle maintenance and cleanliness are expected.