

# Delivery Driver Job Description Template

We are looking for a reliable Delivery Driver who is concerned with customer satisfaction and transporting items safely and on time. The Delivery Driver will collect and deliver items while following previously planned routes and schedules. You should be willing to work as part of a team in order to ensure that items are packed correctly and delivered to the appropriate client.

To succeed as a Delivery Driver, you should be polite and prompt with a commitment to providing our clients with an excellent experience. You should be thorough in ensuring orders are properly fulfilled, committed to work safety, and passionate about satisfying clients.

## Key Responsibilities:

- Load, transport, and deliver items to clients
- Review orders before and after delivery to ensure orders are complete
- Assist with loading and unloading vehicles
- Ensure the vehicle has enough petrol and is ready for use
- Arrange vehicle repairs when necessary
- Update monthly mileage records
- Accept payment for deliveries
- Provide excellent customer service, answer questions, and respond to complaints
- Follow previously planned routes and schedules
- Follow all transportation laws
- Prepare reports and other documents in relation to deliveries made
- Operate vehicles and machines like cars, trucks, forklifts, etc

## Personal Specification:

- Valid and clean UK driver's license
- Special licenses may be required to operate certain vehicles
- Experience with larger vehicles may be required
- Willingness to follow assigned routes, schedules and transportation law
- Strong time management skills
- Excellent verbal communication and customer service skills
- Willingness to lift and carry heavy items for extended periods
- Attention to detail
- Ability to use GPS devices