

HGV & LGV Driver Job Description Template

We are looking for a licensed HGV Driver who will be responsible for the safe and timely delivery of goods and other articles of trade to our customers. You will be tasked with driving and scheduling maintenance for your truck when required, co-ordinate with dispatchers to plan routes and track delivery progress. Successful candidates must have a category C1 or the relevant qualifications for certain sized trucks, a clean driving licence and a current CPC card.

Key Responsibilities:

- Drive long distances for deliveries when required
- Assist with the loading and unloading of goods
- Document deliveries and the times they took places
- Refuel and clean vehicles when needed
- Follow procedures when accidents occur
- Document activities in your personal log and log hours
- Report any issues to maintenance staff
- Plan and follow routes using GPS systems
- Deliver goods in line with the timetable set out

Personal Specification:

- Category C1 licence or other HGV licence
- Other categories of HGV licence may be required
- Current CPC card
- Minimum of 1 years' experience driving Heavy Goods Vehicles
- Must have clean driving licence
- Willingness to drive over long distances