

## **HEAVY HAULAGE TRUCK DRIVER**

### **JOB REFERENCE AND GENERAL REQUIREMENTS**

#### **Summary:**

Primarily as Heavy Haulage Truck Driver, however other duties include:- front-end loader operation, servicing customer needs, work in a safe manner, cleaning and maintaining plant and equipment, maintain a clean presentable workplace, any other duties as directed and to work and co-operate as a productive team member of the Tegra group.

#### **Hands on Duties Include but are not limited to:**

- Attend to customer needs;
- Operate heavy haulage trucks (truck & dog tipper, semi tipper, flat top trailer, agitator trucks), front-end loader;
- Ensure trucks, plant, equipment you are operating are maintained and kept clean and presentable;
- Report all plant and equipment faults and servicing requirements to the fleet manager;
- Housekeeping duties such as maintaining a clean and presentable garaging area;
- Co-operate with your allocator with servicing large jobs, truck transfers, staff absences etc. This may require early starts, late finishes and possibly staying away overnight;
- Adhere to the applicable NHVL driving hours, mass limits and documentation regulations;
- Ensure your vehicle is loaded securely within the correct weight and /or volume load limits for the vehicle.

#### **Clerical Duties Include:**

- Ensure the correct entries are made on quarry load dockets and are signed by you;
- Ensure customers correctly sign for and receive delivery dockets and/or invoices, return C.O.D monies collected to the head office;
- Receive payments from customers and pass these onto the head office;
- Complete and submit to the head office, Delivery invoices, NHVL documentation including Mass Management load and axle weight records, Maintenance Management documentation- daily pre start checks, fault reports, service requests; WHS and CoR documentation, timesheets etc.

**General:**

- Commit to always providing the highest level of customer service;
- Ensure at all times you are neatly dressed and presented in accordance with company policy and procedure;
- Conduct yourself in a proper and professional manner in accordance with company policy and procedure;
- Work in a safe manner in accordance with company WHS policy and procedures;
- Adhere to the applicable state's road rules and show courtesy to other road users;
- Attend training seminars or courses as required;
- Complete in-house induction and training;

**Qualifications:**

- Hold a current Drivers Licence, minimum standard of HC; possess a NHVR National Driver Work Diary;
- Have General Induction White Card;
- Competency for Front End Loader operation;
- Forklift operator's licence preferable but not essential;
- Heavy vehicle operation experience;
- Basic Fatigue Management Statement of Attainment (if required).

**Reporting:**

- Report directly to the 'Allocator - Bulk' or in his absence to senior management;
- Liaise with the 'Fleet Manager' with regard to servicing, maintenance and breakdown of plant and equipment.