

**JOB PROFILE****WORKSHOP DRIVER**

**Job Title:** Workshop Driver  
**Reports to:** Workshop Controller  
**Accountable to:** Branch Manager

Reporting to the Workshop Supervisor, the post holder will undertake regular house-keeping, maintenance and driving duties in and around the workshop / depot area.

**Particular areas of responsibility will be to: -**

- Collection and delivery of customer vehicles
- Monitor and control site parking within areas of control
- Duties including the operation of fork lift trucks if required, dependant upon holding correct licence.
- Ensure all customers and company vehicles are handled with care and all reasonable steps are taken to return the vehicle in a clean and tidy condition
- Monitor, clean and prepare customer courtesy vehicles
- Ensure that all aspects of Health & Safety regulations and safe working practise are adhered to including the mandatory wearing of personal protection equipment (PPE) and use of machine guarding where required
- Assist / Cover MOT lane support activities including pre checks, loading unloading of vehicles for brake roller testing

The above list is not exhaustive and as expected in a position of this nature the employee would be expected to attend to any duty requested as may be deemed necessary to ensure the depot is maintained to Company standard.

**Candidates should be able to demonstrate: -**

1. Ability to organise work on own initiative.
2. Ability to work under pressure
3. Ability to actively seek solutions to problems.
4. Flexibility to undertake a wide range of tasks.
5. Excellent awareness and understanding of health and safety requirements.

**Qualifications required**

- Clean valid driving licence
- LGV Licence
- Valid Driver CPC
- ADR Licence would be an advantage
- Fork Lift Truck Licence(s)