# TRUCK DRIVER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Truck Driver |
| Job Type: | Permanent full-time |
| Hours of Work: | For example:  38 hours per week, Monday to Friday. |
| Reports to: | Manager |
| Award: | *Road Transport and Distribution Award 2010* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Deliver and pick up of products/equipment from various sites as directed. * Load and unload truck. * Prepare and dispatch reports as directed. * Demonstrate and practice OHS in line with [insert company name] policies and procedures. * Effectively communicate in both written and verbal form as required. * Liaise with customers/clients in line with the ***[INSERT COMPANY NAME]*** guidelines. * Ability to understand and follow directions and work unsupervised. * Actively participate in the Annual Performance Review process. * Observe and practice the [insert company name] OH&S and Quality policy, guidelines and procedures. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Heavy Rigid Licence  Forklift Ticket |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Good time management skills |

Employee Signature: Date:

Employer Signature: Date: