

Company Driver Job Description

Duties and Responsibilities:

- Load and unload organization's merchandize
- Precisely finish all paper work connected with conveyance of merchandize
- Transport products, materials, and staff securely to areas where they are needed
- Guarantee that products and staff are protected and secured
- Answer clients' inquiries as brilliantly as could be allowed
- Ensure timely conveyance of staff and materials to and from places as instructed by supervisor or the manager
- Ensure that vehicles are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle
- Carry out routine checks on vehicles and ensure they are sound
- Recognize electrical and mechanical faults and report to the employer or technician
- Report any instance of mishap or accident to the dispatcher or supervisor
- Perform periodic maintenance on vehicles, such as changing batteries and motor oil at appropriate time, as well as refueling the car(s).
- Report any case of accident, injury or damage of vehicles to the supervisor or manager
- Keep all records, including receipts for vehicle maintenance
- Keep up a travel log to record areas travelled to, travel time, and work hours
- Perform some other undertakings like shopping, dropping and picking clothing, getting lunch, and running errands
- Pay tolls and other fundamental vehicle demands
- Dress professionally and in accordance with company's dress code.

Company Driver Requirements – Skills, Knowledge, and Abilities

- Experience: A company driver should have the capacity to carry out his/her obligations in an expert way. He/she should constantly dress in line with the organization's clothing regulation, and should have the capacity to relate well with associates and clients
- Trained and Skilled: A company driver must be very much trained. Moreover, he/she ought to be a skilled driver and must have the necessary authorization to drive
- He/she should have sufficient knowledge of traffic laws and hold fast entirely to them
- Physical Strength: The work frequently includes loading and unloading of materials and equipment. So, a company driver must be strong enough to lift heavy loads frequently
- He/she must have a clean driving record
- He/she must be a safety conscious person
- He/she must be focused, confident, and observant.