



## JOB DESCRIPTION

JOB DETAILS	
Job Title	LGV/HGV Driver
Reports to	Transport Manager
Band	Band 3
Department/Directorate	Transport / Estates and Facilities Management

JOB PURPOSE
<p>You will play an integral part in the day to day operation of the Department, ensuring that collections and deliveries to Trust sites, other NHS Organisations and external customers are carried out in a safe and efficient manner.</p> <p>You will act as an ambassador of the Royal Devon &amp; Exeter NHS Foundation Trust, working as part of a team to ensure that we exceed expectations, carrying out your duties in a professional, polite and helpful manner.</p>

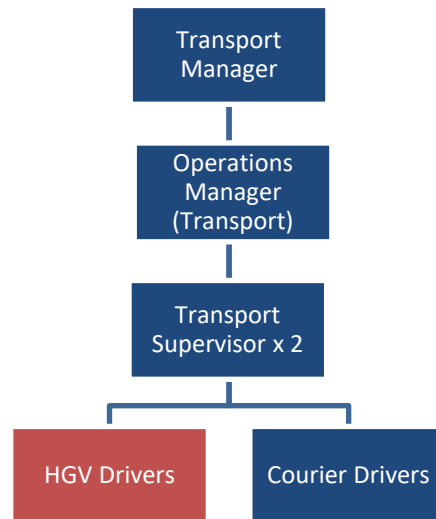
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>To carry out deliveries and collections of equipment and goods daily across a number of internal and external site locations as per schedules and times.</li> <li>To work as part of a team to carry out deliveries of goods as required and as per schedule.</li> <li>To ensure compliance with client requirements and agreed delivery of service at all times.</li> <li>To ensure twice daily vehicle checks are carried out thoroughly via the electronic system of Fleet Check and that defects are reported as per departmental procedures/Trust policy/V.O.S.A regulations.</li> <li>To complete basic vehicle maintenance tasks as required.</li> <li>To download Driver Tachograph cards as required by law a minimum of each 28 day period.</li> <li>To ensure all paperwork / electronic records are completed correctly, presented accurately and in a timely manner, e.g. vehicle checks, vehicle defects, incident reporting, mileage claims etc.</li> <li>To ensure own actions reduce risks to health and safety and to promote a health and safety culture within the workplace.</li> <li>Always work in compliance with rules and working practices.</li> <li>Report all unsafe situations, incidents and accidents as appropriate.</li> </ul>

KEY WORKING RELATIONSHIPS
<p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.</p> <p>In addition the post holder will deal with the wider healthcare community, external organisations, such as other NHS trusts, GP, Police and Prison services.</p> <p>Of particular importance are working relationships with:</p>

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>Transport Manager / Operations Manager</li> <li>Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>Other NHS Trusts</li> <li>Undertakers</li> </ul>

<ul style="list-style-type: none"> <li>• Linen Services Managers</li> <li>• Service Managers</li> <li>• Deputy Service Managers</li> <li>• Facilities Department Managers</li> <li>• Deputy Head of Facilities Management</li> <li>• Clinical staff across the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• GP Surgeries</li> <li>• Ambulance Service</li> <li>• Care Home staff</li> <li>• Police and Prison Services</li> <li>• Members of the public</li> </ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- To be able to work under own initiative i.e.: be able to find alternative routes due to road closures / accidents etc.
- Always work in compliance with SOPs, regulations and working practices.
- Report all unsafe situations, incidents and accidents, as appropriate.
- Working across all areas of the hospital and grounds, as required.
- To ensure own actions reduce risks to health and safety and to promote a health and safety culture within the workplace.

## COMMUNICATION/RELATIONSHIP SKILLS

- Ensure that all linen is appropriately bagged and labelled prior to collection or delivery and report to designated supervisor / manager at site if there is an issue and assist to resolve.
- Ensure all delivery paperwork is correct and signed for.
- Report immediately any issues affecting driving licences with regards to conviction for motor offences or health problems to the Transport Supervisor / Transport Manager.
- To refer any concerns/complaints to the Transport Supervisors.
- To take part in discussions and periodic meetings to discuss any issues.
- To maintain effective working relationships with both internal and external clients.
- Where necessary to provide advice and support to other internal and external clients i.e.: Linen Services, Other NHS Trust, GPs, Police & Prison Services.
- To report promptly and prior to the commencement of the shift, any illness / injury that may make driving hazardous.
- To ensure that any other work undertaken elsewhere is disclosed so that current legislation regarding drivers' hours is maintained at all times whilst working for the Trust.
- Ability to communicate with customers and members of the public.
- Liaise with service users in de-escalating situations that may arise with the service and / or timescales.

## ANALYTICAL/JUDGEMENTAL SKILLS

- To drive vehicles safely and responsibly at all times so as to prevent injury to yourself, others and trust property.
- To ensure twice daily vehicle checks are carried out thoroughly via the electronic system of Fleetcheck and that any defects are reported as per departmental procedures / Trust Policy / V.O.S.A Regulations.
- To complete basic vehicle maintenance tasks as required.
- To comply with speed limits as posted.
- To report and record any accident or incident in accordance with departmental / Trust procedures to the Transport Supervisors / Manager in a timely manner.
- To complete the appropriate forms for any accidents / incidents in a timely manner.
- To contribute to and work within a safe working environment.
- To ensure that vehicles and contents are secure at all times during their use or in transit.
- To ensure vehicles are kept clean inside and outside.

### **PLANNING/ORGANISATIONAL SKILLS**

- The need to, on a daily basis, plan your route and check for any traffic issues and change your route if needed.
- The need to adjust your schedule if there is a problem with a collection and be able to make a decision as to whether you can complete the task later, whilst ensuring you comply with drivers hours legislation, or the need to escalate.
- To ensure daily vehicle checks are carried out thoroughly and defects are reported as per departmental procedures/Trust policy/V.O.S.A regulations.
- To plan and organise daily / weekly breaks and rest periods to ensure compliance with current driving legislation all times.
- To ensure vehicles are well maintained and washed as directed on departmental schedules.
- To ensure compliance with the requirements set down in Transport Legislation.
- To ensure when driving Trust HGV's that Tachograph regulations are complied with at all times.
- To ensure compliance by accurately completing all driving records as per current legislation.

### **PATIENT/CLIENT CARE**

- Transportation of both used and clean linen to various internal and external sites.
- Transportation of both used and clean HSDU sterile supplies.
- Occasional delivery of patient equipment and pharmacy to patients home on discharge.
- Incidental patient contact may occur whilst on hospital premises.
- Gives help and advice to client both internal and external to the NHS when delivering clean and picking up soiled linen.

### **POLICY/SERVICE DEVELOPMENT**

- Within own areas of work report and propose resolutions of working practices ie; a highlighted risk due to a change in practices to a visited facility, make suggestions as to how best to overcome this risk.
- To strictly observe the departmental regulations regarding use of vehicles.
- To ensure own actions reduce risks to health and safety and to promote a health and safety culture within the workplace.
- Always work in compliance with rules and working practices.
- Report all unsafe situations, incidents and accidents as appropriate.
- To follow all administrative procedures for the Transport Department.
- To display a formal Trust ID badge at all times whilst on duty.
- To maintain environmental hygiene and personal hygiene by wearing the correct full uniform at all times in accordance with the Trust Uniform and Dress Code Policy.
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

### **FINANCIAL/PHYSICAL RESOURCES**

- To be responsible for the safe use of expensive and highly complex equipment, this being trust HGV's, so as to prevent any accidents or legal matters.
- Responsible for the appropriate use and security of a Trust Fuel Card.
- To be responsible for the safe collection / delivery of goods and equipment.
- To ensure all financial documents i.e. fuel and equipment receipts are submitted on time.

### **HUMAN RESOURCES**

- To participate in performance reviews.
- To undertake any mandatory training or other training required to maintain competency in the role.
- A willingness to provide reasonable cover for colleagues.
- To train new and less experienced staff.

### **INFORMATION RESOURCES**

- To complete all required paperwork correctly and in a timely manner, this includes daily vehicle checks, mileage sheets etc.
- To download Driver Tachograph cards as required by law a minimum of each 28 day period.
- To operate the onboard vehicle systems.
- To ensure twice daily vehicle checks are carried out thoroughly via Fleet Check and that any defects are reported as per departmental procedures/Trust policy/V.O.S.A regulations.
- To ensure compliance by accurately completing all driving records as per current legislation.

### **RESEARCH AND DEVELOPMENT**

- To participate in staff satisfaction surveys as required.

### **PHYSICAL SKILLS**

- On a daily basis there is a requirement to complete enhanced driving skills that will involve various manoeuvres, which must be accurately completed ie: reversing large vehicles into busy loading bays or marked bays and small spaces, driving in restricted spaces ie: through residential estates and narrow roads.
- Long periods of shifts undertaking advanced driving of HGV vehicles.

### **PHYSICAL EFFORT**

- On a daily basis and throughout the shift there is a requirement for frequent physical manual handling tasks for long periods.  
This includes the manual manoeuvring, loading and unloading of heavy or awkward objects, e.g: heavy cages containing both dirty and clean linen (up to loads of 400kg daily), large pieces of equipment, etc.
- On a daily basis will be sat in restricted positions for frequent periods during driving hours delivering to sites from Penzance to Devizes.

### **MENTAL EFFORT**

- The need for a frequent level of concentration whilst ensuring to remain focused when driving, therefore ensuring that contracted delivery times are met at external trust sites.
- The need to work to an unsocial working pattern i.e. early (3am starts) / late (10pm starts) shift patterns.

### **EMOTIONAL EFFORT**

- Exposure to distressing or emotional circumstances is rare.

### **WORKING CONDITIONS**

Due to the nature of the role there is frequent exposure to unpleasant working conditions, such as:

- adverse weather

- unpleasant smells from soiled linen and fumes from vehicle engines
- noisy environment due to the movement of heavy cages and vehicle engines

## **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

Contribute to and work within a safe working environment.

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

## **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.



		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y	X			
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y				X
Laboratory specimens	Y	X			
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y	X			
Respiratory sensitisers (e.g isocyanates)	Y	X			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	Y				X
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y		X		
Heavy manual handling (>10kg)	Y				X
Driving	Y				X
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				X
Mental Effort	Y				X
Emotional Effort	Y	X			
Working in isolation	Y				X
Challenging behaviour	Y	X			