

## Job Specification

Job Title	AiRoad Driver
<b>Category</b>	Permanent Position
<b>Division</b>	Cargo Development and Operations
<b>Reporting To</b>	Fleet Controller
<b>Job Level</b>	Paterson B4
<b>Job Purpose Statement</b>	To collect and deliver cargo in accordance with customer requirements and agreed service levels.
<b>Key Performance Areas</b>	<p><b>Cargo Collection and Delivery</b></p> <ul style="list-style-type: none"> <li>● Collect cargo from and deliver cargo to the cargo terminal in accordance with customer requirements</li> <li>● Ensure the documentation associated with the cargo has been correctly completed and submitted</li> <li>● Inspect vehicles for mechanical items and safety issues and perform preventative maintenance</li> <li>● Prior to departure, perform a thorough check of the vehicle, as per the check sheet, to ensure it is in good running condition:                         <ul style="list-style-type: none"> <li>– Check fuel and oil levels in the truck before loading goods</li> <li>– Inspect the truck to assure the working conditions of brakes, lights, wipers, windshield, fire extinguisher, flares and other safety equipment in the truck</li> </ul> </li> <li>● Ensure the vehicle is clean at all times</li> <li>● Complete the trip log for each trip</li> <li>● Load and unload cargo and ensure the associated records are correct</li> <li>● Facilitate the overall maintenance and regular servicing of the vehicle</li> <li>● Ensure that cargo is well secured</li> <li>● Ensure that cargo loaded upon DTPC vehicles are non-hazardous</li> <li>● Record all relevant information when re-fuelling the vehicle</li> <li>● Maintain a log of activities, condition of the vehicle and any accidents</li> <li>● Report improper loading of cargo and any incident/accident while in transit</li> <li>● Comply with truck driving rules and regulations (size, weight, route designations, parking and break</li> </ul>

**Qualifications, Knowledge, Skills and Behavioural Competencies Required**

periods) as well as with company policies and procedures

- While in transit, maintain regular contact with Airoad Office as instructed
- At the end of journey, complete and submit the daily driver log and timesheet and all necessary trip reports, fuel reports, equipment reports, and other paperwork required by DTPC and hand over records of deliveries; receipts and payments

**Safety, Health, Environment and Risk Compliance**

- Comply with safety and security procedures; report potentially unsafe conditions; use equipment and materials properly
- Comply with the standards and methods for loading and unloading freight
- Maintain a safe working environment

- Matric
- Applicable driver's licence (Code 14 and PDP)
- A minimum of 3 to 5 year's relevant driving experience
- Knowledge of:
  - Commercial Vehicles and all its parts
  - Basic mechanical knowledge to handle minor repairs
  - Skill to manoeuvre large vehicles on highways, traffic routes and customers' premises
  - Applicable truck driving rules and regulations
  - GPS technology
  - Transport and road regulations
- Competent driving skills, with a clear track record
- Adaptability and foresight to handle unexpected situations (traffic, weather condition, etc)
- Time management
- Literacy and numeracy
- Deadline driven
- Systematic
- Cooperative
- Safety and security awareness
- Sober habits

**Closing Date**

26 November 2021

**Employment Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**Recruitment and Selection Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s;
- Verification Checks; and
- 2<sup>nd</sup> Round Panel Interview, if required.

**Verification Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust), if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Valid drivers license and Professional Driving Permit; and
- Positive verification of current remuneration package.

**Remuneration and Benefits**

R213,500 – R298,900 Total Cost to Company.  
Cellphone allowance of R646 per month.  
R582.07 Medical Aid Allowance per month.  
Company Contribution to Provident Fund and Approved Group Risk Benefit.  
20 Working days leave per annum.  
Non-guaranteed performance bonus.

**Application Forwarding Details**

Applications, including a detailed CV, must be forwarded to [HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za).

Please ensure that the vacancy being applied for is clearly indicated on your application.

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.