



## SUMMARY OF MAIN DUTIES

1. You are required to book on for work at the depot at 6am unless otherwise instructed or authorised. Full uniform and safety boots must be worn.
2. Before leaving the depot you must undertake and complete the daily vehicle check list which must details any vehicle defects. Serious defects must be reported to the Supervisor.
3. You must undertake the work as detailed in your workbook . Any work that cannot be undertaken must be noted on a missed collection ticket or on your worksheet under the section detailed "Work not Complete". You must detail the reason why you were unable to undertake the collections and inform your supervisor or manager.
4. On the Refuse contract the driver is responsible for ensuring enough sacks are taken to enable the completion of all rounds.
5. Mobile communications is essential and drivers must ensure radios/phones are switched on at all times.
6. During the course of the day the office will if appropriate give details of missed collections for that days work. These address' must be detailed daily worksheets under section A instructions. If all radioed missed collections have been collected you must sign the box in section B of your worksheet marked "Yes". Any missed collections that have not been completed must be detailed in section C "Work not completed" and the box labelled "No" ticked in section B. Section E of your worksheet is to be used to note any other occurrence or advice you wish to report.
7. You are responsible as driver and chargehand to ensure that all work and log sheets are correctly completed and returned to the Supervisors at the end of the day.
8. All duty of care transfer notes and diesel receipts must be returned in your files to the Supervisor at the end of the day.
9. You are responsible for ensuring the cabs are kept clean and items to be properly stored. The "Wash Down" facility must be used on a daily basis.
10. Refuse Drivers must ensure all hopper area is checked to ensure there are no obstructions and this must be "Jet Washed" weekly.
11. You are the chargehand for your crew and you must ensure they are always working in a manner which is safe. This ensures that the potential dangers to other employees and the public are minimised.
12. Refuse drivers must also ensure that crews undertake their work to a high standard, minimising missed collections and ensuring wheeled bins, boxes and sacks are securely left, gates closed and lids replaced . This advice must be taken in conjunction with other "Health & Safety" advice issued to you.
13. Recycling Drivers must ensure that crews sort recyclables to eliminate contamination of loads and notify residents of items not suitable for recycling.
14. As the driver you must never drink alcohol to excess the night before you have to be on duty at work, as this may mean that you are over the legal limit to drive the following day.

## **SUMMARY OF MAIN DUTIES CONT.**

15. As a public service provider, it is essential that you are always polite and courteous to all members of the public at all times. In case of query or dispute, persons must be referred to the depot.

Please note that being in the possession of or drinking of alcohol is strictly forbidden during working hours including in the cabs after all work is completed.

### **NB**

This job is as currently perceived but management reserve the right to alter it in consultation with the post-holder in order to update it and take account of any changes identified. It is anticipated that annual appraisal will lead to updating of the job description.