

WRITE A DRIVER POSITION DESCRIPTION

How to write a driver PD - template

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| Position description – (Position title comes here) | | | |
| Department: | | Reporting to: (position title) | |
| Direct reports: (position titles) | | | |

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| Company information: | <p>Include:</p> <ul style="list-style-type: none"> - profile / business activity - history and main achievements to date - information on team, culture, mission and values - vision and upcoming milestones - differentiating points that can attract applicants |
| Role summary: | <p>Include:</p> <ul style="list-style-type: none"> - position title - type of employment – e.g. full-time/part-time, casual/permanent - the way the role supports the overall business operations – e.g. what other positions, clients will need to interact with <p>Consider including:</p> <ul style="list-style-type: none"> - work hours per day/week - information about the fleet, used technology - required experience level - career pathways within the business |

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| Key responsibilities | Detail the responsibilities of the role and anything that is expected from drivers in the role. |
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| Key requirements | <p>Detail what requirements drivers have to meet to be successful in the job.</p> <ul style="list-style-type: none"> - Qualification - Licenses - Other compliance related requirements |
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| Desired skills and experience | Include: <ul style="list-style-type: none"> - Experience level - Hard skills – e.g. writing, reading, maths, use of tech, driving, etc. - Soft skills – e.g. communication, listening, attitude, social skills, time management, characteristics, etc. |
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If you use your position description for performance management, ensure it is approved by someone from HR / Management, and is signed off by you and your staff during the goal setting / onboarding.

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| Position description preparation date: | |
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| Approved by: (name) | | Position title: | |
| Fleet manager: (name) | | Staff member: (driver name) | |

