

Cotteswold Dairy



Job Title:	HGV Apprentice - Class 2, Category C
Course Title:	National Logistics Academy's HGV Urban Driver Level 2 Apprenticeship
Department:	Depots / Haulage
Hours:	45hrs, 5 nights over 7 days on a rota basis while completing stages 1 – 3. This will change to 48 hrs once the Cat C DVSA practical training and test is completed and passed.
Responsible to:	Depot Manager / Fleet Logistics Manager
Training Duration:	8 Months, Fixed-Term Contract

The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

Overview:

Cotteswold Dairy are working in partnership with The National Logistics Academy to offer an apprentice HGV Level 2 training scheme that will get you your Category C / Class 2 driving licence.

You will be supported by the National Logistics Academy training team and our Depot Managers to ensure you achieve the requirements to pass and the confidence in solo driving.

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Training:

- Advice & Guidance – Live Online Get to know logistics training session
- Medical Exam
- Access to a revision portal for theory exam
- Theory and Hazard perception test (Modules 1 & 2)
- Practical driving training through both The National Logistics Academy and Cotteswold Dairy
- Modules 3a and 3b practical driving tests
- Practical driving module 4 test
- Online master classes covering essential driving skills

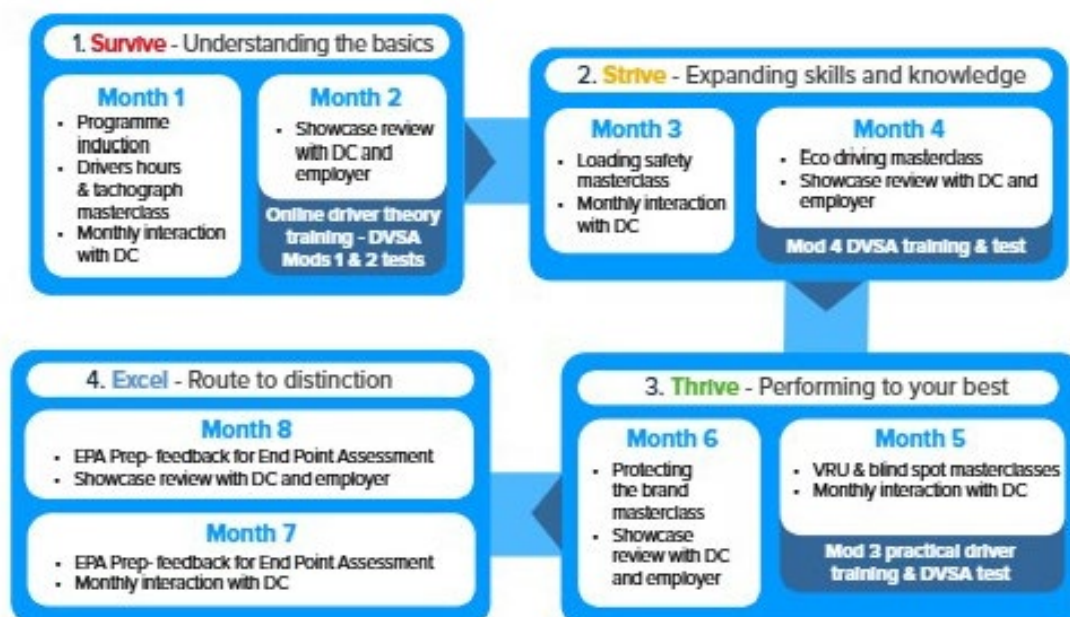
Around the driving training you may also be required to do:

- Vehicle loading
- Learning rounds through the 'buddy' system (as a passenger)

Road map of training scheme with the National Logistics Academy

At the start of the apprenticeship there will be a functional skills Maths and English test, this will be used to determine what support is required through the apprenticeship journey. There will also be a bona-fide drivers medical and provisional licence application process.

8 Month Fast-Track Apprenticeship



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Main Duties & Responsibilities:

Once the Cat C DVSA practical training and test is completed and passed, the Apprentice will be capable and expected to fulfil the following duties:

- Drive and operate at all times according to legislative requirements, considering local environments and communities so as not to cause unnecessary noise or traffic jams. Maintain excellent personal hygiene standards in line with company and customer expectations
- Report any vehicle or equipment malfunction defect or breakdown as soon as possible following authorised company procedures
- Report any accident or incident as soon as it is safe to do so, participating fully in any investigation as required. Immediately report to your manager any change in licence category including disqualification or convictions
- The unloading of delivery vehicles at customer sites, and the responsibility to check all customer orders are present, accurately placed and secured safe for travel. Ensure that the correct loading and handling equipment is carried and correctly used including load straps, restraining bars, sack trucks, dragging hooks and trolleys
- Represent Cotteswold Dairy when at work by building, developing and maintaining positive business relationships. Strictly adhere to health and safety, food hygiene, data protection and standard operating procedures at all times
- Maintain the vehicle in a clean condition including the cab, cargo area and external areas
- Deliver products to the customer at the agreed time and location, ensuring that all agreed security procedures and practices are safely and accurately managed. This may include, but is not limited to: deactivating and reactivating of alarms; opening and securing doors and gates; entering or leaving any secured area; management of keys and other security devices; and maintaining the confidentiality of lock PINS and alarm codes
- Collect payments, where agreed with customers, ensuring that any money is discreetly collected and secured within the vehicle cab at all times. Secure all customer keys, fobs and vehicle keys in the designated area
- Ensure that all customer information, order details, quantities and amendments, payments and specific requirements are accurately input to and downloaded from hand held units, electronic, or manual data capture systems
- Collect empties from customer location for return to depot; while making certain that any returned stock requiring refrigeration is left in a temperature controlled environment, whether returned to depot storage or within a functioning vehicle
- Cover of holiday and sickness periods as needed
- The carrying out of any other duties as reasonably requested by your supervisor or manager

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Person Specification:

- Clean UK / EU manual car driving licence with good history and no pending penalty points
- Ability to work night shifts and weekends
- Ability to carry out an active, physical role that involves manual handling
- Have an eye for detail to ensure accuracy and precision
- A safe and courteous driver
- Experience of delivering excellent customer service and building good customer relationships
- Good time keeping and flexibility to work shifts - 5 days over 7 days
- Able to work on own initiative
- Positive attitude possessing high levels of commitment and motivation
- A willingness to learn and develop
- Good communication skills