



DATE OF ISSUE: May 2026

## Role Profile

<b>JOB TITLE:</b>	<b>HGV Driver</b>
<b>DEPARTMENT:</b>	<b>Transport</b>
<b>LOCATION:</b>	<b>Cannock West Midlands</b>
<b>JOB LEVEL:</b>	<b>Technical</b>
<b>REPORTING TO:</b>	<b>Managing Director</b>

### 1. Purpose of the Role

To operate Heavy Goods Vehicles safely, efficiently and professionally in accordance with Edexia Group Ltd standards, the Guide to Maintaining Roadworthiness, and all applicable UK transport legislation. The role ensures high-quality service delivery to customers while upholding the company's commitment to safety, compliance and operational excellence.

### 2. Key Relationships

Line Manager: Managing Director

Subordinates: None

External bodies: DVSA, Traffic Commissioners, local authorities, trade bodies, regulatory agencies

Business Partners: Customers, maintenance providers, breakdown services, other commercial suppliers

### 3. Operating Parameters

The postholder is responsible for the day-to-day operation of Category C and CE vehicles. They must work in a safe, compliant and cost-effective manner, ensuring that all activities support service reliability, customer satisfaction and the company's Operator Licence undertakings. The driver is empowered to take all reasonable steps to prevent any incident that could cause harm to people, vehicles, the environment or the company's reputation.

### 4. Accountabilities

#### Vehicle Operation & Safety

- Drive large goods vehicles safely and professionally at all times.
- Conduct daily walkaround checks in accordance with DVSA requirements and report defects immediately using the company's defect reporting process.
- Ensure correct loading, securing and unloading of goods in line with DVSA Load Security Code of Practice.

- Maintain vehicle cleanliness, roadworthiness and security.

### **Compliance & Legislation**

- Comply with:
  - UK Highway Code
  - GB Domestic Drivers' Hours Rules and Retained EU Regulation 561/2006
  - Working Time Regulations (Road Transport)
  - Road Traffic Act 1988
  - Tachograph regulations and company policies
- Use digital tachograph equipment correctly and maintain accurate records.
- Report all accidents, near misses, prosecutions or incidents immediately and complete required documentation without admitting liability.

### **Documentation & Communication**

- Complete all delivery notes, defect reports, tachograph entries and other paperwork accurately and legibly.
- Submit all documentation daily or as directed by line management.
- Communicate professionally with customers, suppliers and colleagues regarding delivery times, delays or operational issues.
- Provide feedback to management on customer comments, operational concerns or opportunities to improve efficiency.

### **Operational Delivery**

- Follow instructions issued by the Transport Office and complete all jobs efficiently and legally.
- Ensure correct use of equipment and follow all safe operating procedures.
- Protect company property, vehicles and customer goods at all times.

## **5. Company Standards**

All employees must:

- Take responsibility for their own health and safety and that of others affected by their work.
- Wear the correct PPE and follow all safe systems of work.
- Adhere to all Edexia Group Ltd policies and procedures, including those in the Employee Handbook.
- Maintain the professional image of the company at all times.
- Maintain your medical fitness to Group 2 (DVLA) standard, and maintain your legal right to work in the UK and notify the company if there is any change to these.

The company reserves the right to amend this role profile and assign additional reasonable duties as required.

## 6. Core Values – E.P.I.C.

All employees are expected to demonstrate Edexia Group's values:

- **Empowerment** – Taking ownership and acting responsibly.
- **Passion** – Delivering excellence with pride.
- **Integrity** – Acting ethically, honestly and transparently.
- **Care** – Prioritising safety, wellbeing and customer service.

## 7. Knowledge, Skills and Competencies

### Essential knowledge

- KE1 – Understanding of high-quality transport service delivery.
- KE2 – Knowledge of UK transport legislation, Drivers' Hours Rules and Working Time Regulations.
- KE3 – Knowledge of digital tachograph operation.

### Desirable knowledge

- KD1 – Knowledge of transporting specialised or high-value goods.
- KD2 – Understanding of DVSA load security standards.

### Essential skills

- SE1 – Strong HGV driving and route-planning skills.
- SE2 – Excellent customer service and communication skills.
- SE3 – Resilience and ability to work under reasonable pressure.
- SE4 – Ability to follow procedures and maintain accurate records.
- SE5 - Ability to follow route planning systems and telematics
- SE6 - Ability to use digital tachograph equipment

### Desirable skills

- SD1 – Basic mechanical awareness and ability to identify vehicle defects.

### Essential experience

- EE1 – Significant experience driving Category CE vehicles.
- EE2 – Experience completing driver-related paperwork and tachograph records.

### Desirable experience

- ED1 – Experience transporting time-critical or high-value goods.

### Essential qualifications

- QE1 – Full UK Category CE driving licence.
- QE2 – Driver CPC and valid Driver Qualification Card (DQC).
- QE3 – Meets DVLA Group 2 medical standards.

### Desirable qualifications

- QD1 – Advanced driver training (e.g., Safe & Fuel Efficient Driving).
- QD2 – ADR certification.

## 8. Agreement

I confirm that I have read and understood the responsibilities and requirements of this role. I acknowledge that this document is not an exhaustive list of duties and may be amended as necessary. I agree to comply with all company standards and report any breaches to my line manager.

Employee Name	
Employee Signature	
Date	