



Job Profile

Driver (Long Haul)

Job Details

Job Title	Driver (Long Haul)
Historic Job Title	Long Haul Driver
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Driver (Long Haul)
Direct Line Manager	Fleet Controller
2nd Line Manager	Supply Chain Executive
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To transport raw material and stock from Graaff-Reinet to the various Depots and back.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF Level 4)

Ideal

- None

Legal *(e.g. Driver's License, etc.)*

Minimum

- Professional driving permit (*PrDP*)
- Driver's License - Code EC (14)
- No criminal record

Ideal

- None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
Long-haul heavy-duty driving experience	1 - 3 years

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Loading of Stock	- Check that stock is <i>Palletised</i> and <i>Wrapped</i> according to standard before the Operator (Forklift) loads it onto the truck - Direct the Operator (Forklift) regarding the accurate loading of stock depending on the weight of the <i>Load</i> and the <i>Route Plan</i> - Fasten stock to prevent damage - Fasten the canvas and check that the truck is properly sealed - Weigh the truck at the Weighbridge and check that the weights correspond with the <i>Load Sheet</i> details - Check that all relevant documentation is in place	20%
Transportation of Stock	- Adhere to the <i>Rules of the Road</i> when transporting and delivering stock - Remain vigilant when transporting stock, stay in contact with other Drivers and notify the Fleet Controller of any delays or problems on the road - Perform regular checks, stop to rest, and ensure that the truck is in good working order - Notify the Fleet Controller of any breakdowns or accidents	50%
Offloading of Stock	- Deliver stock according to the <i>Route Plan</i> - Park in the designated area and present all relevant paperwork to the Depot - Check that the correct stock is unpacked and that there is no damage to the stock - Report any damages to the Fleet Controller - Check that the truck canvas is properly sealed before proceeding according to the <i>Route Plan</i>	20%
Vehicle Maintenance	- Conduct regular checks on the truck, e.g. lights, tyres, wheel nuts, oil, water, etc. - Plan trips and refuelling of the truck to ensure the <i>Cost-effective Running</i> of the truck - Drive the truck in such a manner as to achieve maximum <i>Fuel Efficiency</i> - Check that the canvas is in good condition and properly sealed - Complete <i>Daily Inspection Checklist</i> and <i>Diesel Logbook</i>	5%
Hygiene, Housekeeping and Occupational Health and Safety	- Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i> - Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times.	5%



Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Manoeuvring truck
- Interpersonal
- Communication
- Time management
- Problem solving

Behavioural Attributes

- Passion for driving
- Independence
- Reliable
- Vigilant

Knowledge

- Knowledge of *Routes*
- Knowledge of the *Rules of the Road*
- *Product Knowledge*
- Basic knowledge of the *Mechanics* of the truck
- Knowledge of *Diesel Suppliers*

Special Requirements

- Incumbents are expected to travel long distances during the day and night without any assistance
- Incumbent is required to be in good health
- The Employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.



Participants

Input Participants	
Participant Name	Participant Designation
Michel Gwali	Long Haul Driver
Gilbert Loots	Fleet Controller

Completed By	
Name	Title
Christine van Rensburg	21 st Century Executive Consultant