

JOB TITLE	Code 14 Driver
COMPANY	Universal Paper
DEPARTMENT	Customer Services and Distribution
PURPOSE OF THIS POSITION	
UPP drivers operate heavy-duty and other specialized vehicles. They are responsible for transporting UPP raw and finished goods across long and short distances and ensuring they reach their destinations safely, efficiently and on time.	
JOB TASKS & RESPONSIBILITIES	
<div> <div> On Time Delivery <ul style="list-style-type: none"> Transportation of UPP finished goods and raw materials by road between manufacturing plants, remote customer sites, retail operations and / or distribution centres. Requirement to operate multiple vehicles while on shift for internal shunting. Planning of routes using GPS and meeting delivery schedules. Manoeuvring trucks into loading or unloading positions. Collecting and verify delivery documents and instructions. Use of radios to communicate movements when on site at UPP. </div> <div> MHE Utilisation <ul style="list-style-type: none"> Use of forklifts to load and off load trucks. Ensuring that forklift license is up to date, and relevant superiors are notified timeously of expiry. Use of pallet jacks to prepare goods for loading. </div> <div> Safety <ul style="list-style-type: none"> Participate in the health and safety system. Routine and non-routine health and safety audits. Identify safety violations and implement corrective actions. Drive housekeeping standards across the company. </div> <div> Road Safety Compliance <ul style="list-style-type: none"> Adherence to all traffic laws and regulations. Documenting and logging work / rest periods and km's spent driving and retaining fuel / toll receipts. Complying with truck driving rules and regulations (size, weight, route designations, parking, and break periods) as well as with company policies and procedures. Ensuring code 14 license (PDP) is up to date, and relevant superiors are notified timeously of expiry. </div> <div> Vehicle Fitness <ul style="list-style-type: none"> Daily inspection recording in "inspection books" of vehicles for mechanical and safety issues and reporting the requirement of preventative or required maintenance to superiors. Weekly vehicle washing ensuring trucks are clean and presentable. </div> </div>	
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	
<ul style="list-style-type: none"> A truck driver should possess good communication, customer service, and judgment skills. A truck driver must have excellent eyesight and hearing and be in good & healthy physical condition. 	
MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"> Grade 12 with at least 5 years relevant experience. Valid Code14 (EC) License with valid PDP Valid Forklift License 	<ul style="list-style-type: none"> Submit your CV to Romancia Buys at rbuys@upap.co.za Proof of qualifications must accompany the application Please consider your application unsuccessful if you have not heard from us within two weeks.