



4th July 2019

Position Description – Truck Driver

The **Truck Driver** role with Heart of Australia is a critical part of the Operations Team and to the daily activities of Heart of Australia. The position is key to be able to provide Heart of Australia's specialist services to remote and rural Australia. This role reports to the Lead Driver & Senior Management of Heart of Australia.

A typical workday varies depending on the route, but all drivers are responsible for safely, efficiently and effectively driving/transporting from one location to another. The duties of this position are:

1. Support Heart of Australia clinics by executing the following;

- Undertake and complete the set driver roster for HOA – which constitutes of a rolling and ongoing regularity of 8 days out and 6 days off throughout the year.
- Drive Trucks – mobile medical clinics to their scheduled location in a safe and legal manner, abiding by all road rules and laws
- Park and set up & pack up of the trucks/trailers
 - Plan and organise for all meals had by Team members while on the truck, including:
 - Breakfast, Lunch and Dinner
- Ensure that trucks and clinic areas are kept tidy and clean and assist with clinic and patient needs while on duty
- Conduct safety checks, controls, audits and minor repairs as necessary on trucks and equipment.

Notes;

- ✓ Heavy truck drivers drives/transport the trucks/clinics within their assigned route or territory in compliance with rules and regulations for heavy vehicle driving. They determine whether their vehicle complies with weight and height limits on bridges and tunnels etc. and change their plans if needed.
- ✓ Drivers need to plan routes and driving schedules, particularly for long-haul trips. In this aspect of the role, heavy truck drivers may use GPS technology to outline routes and determine the number of kilometres they can cover in a day, and may also need to consider factors such as weight limits, weather and traffic. A driver also needs some level of familiarity with their route so they can make adjustments while driving if needed.
- ✓ In this role, drivers are also responsible for inspecting and maintaining their vehicles before driving, while on the road, and when arriving at their destinations. They are also responsible for regular maintenance,



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inspections and emergency repairs. Drivers also need to report any accidents or delays to Senior Management and keep **detailed written** records of vehicle maintenance, inspections, and repairs to ensure that their trucks remain safe and legal to drive

- ✓ a clean driving record, the ability to drive for hours, and excellent driving skills are necessary
- ✓ drivers are comfortable planning and altering routes to get to their destinations efficiently and according to schedule
- ✓ managing a schedule is important for drivers, as well as ensuring that hours worked are within limits set by the standard fatigue management rules and regulations
- ✓ drivers should be able to effectively communicate with all team members, personnel, Doctors, patients and other partners/sponsors/stakeholders.

2. Assist with the operations of the clinics as part of the team which include:

- Packing up and setting up the clinic
- Cleaning
- Other Driving (example; support vehicles, between towns)
- Day to day operations and clinics

3. Assist the Operations Team with;

- Assist with input/support for planning of new routes, new trucks and projects as the need arises
- Make sure all insurance renewals, registrations and any other important information is kept up to date and conveyed regularly to Operations/Management
- Assist with all new driver recruitment as requested by Management
- Organise and conduct all new driver training and practical induction

4. Adhere to all of Heart of Australia's policies and procedures and actively be involved in the improvement of operations as well as being a contributing member of the overall work team.

Please note the above is not an exhaustive list and Heart of Australia Management reserves the right to ask its Employees to perform any work task that is deemed needed and necessary for operations and within the capabilities of the employee.

*Sincerely,
Heart of Australia Management*



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Signature of Employee

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Signature of Witness

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Name of Employee (Print)

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Name of Witness (Print)

DATE ____ / ____ / ____