



WARRAGUL LINEN SERVICE

TRUCK DRIVER – POSITION DESCRIPTION

BASIC FUNCTION

Support the Warragul Linen Service (WLS) vision, mission and values.

- Transport linen to and from customer sites.
- Load and unload linen crates at WLS and customer sites.
- Unpack clean linen crates if required as per linen supply agreement.
- To undertake line management requirements applicable to relevant customers.

SAFETY AT WLS

WLS enforces a robust safety policy throughout the organisation and each driver is required to adhere to the following:

- Wear appropriate clothing and footwear to minimise the risk associated with operating a transport vehicle and the handling/transportation of linen crates.
- Completion of mandatory safety training required by the employer.
- Hold a current Victorian license that is compatible with the designated truck(s) they will be required to operate at Warragul Linen Service.

COMMUNICATION AT WLS

Drivers are encouraged to follow the chain of command at WLS. Any issues or concerns should be brought to the attention of the Transport Team Leader, who can then seek to resolve or escalate to the Operations Manager or Customer Manager if required.

The chain of command is as follows:

Transport Team Leader
Operations Manager / Customer Manager.
General Manager

SPECIFIC RESPONSIBILITIES

1. Visual inspections of the vehicle before any departure from WLS, which includes fuel, oil, water and tyre checks etc. This process will help ensure the vehicle will operate safely and efficiently throughout the journey.
2. Liaise with Despatch Administrator on the number and destination of clean linen crates. Involve Despatch Supervisor to ensure linen is packed and ready for distribution before loading into the transport vehicle.

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3. Load crates onto the truck in a manner that ensures efficient unloading at customer premises, using shoring bars that allow no movement of crates during transport.
4. Unload clean linen crates at customer sites in the designated area as per agreement.
5. Collect soiled linen from the designated area at the customer premises. Ensure that a sufficient number of empty crates are left available for customer requirements until next collection of soiled linen. Keep soiled and clean linen separate at all times.
6. On return to WLS, unload soiled linen in the Washroom designated area.
7. Disinfect the inside of the trailer/truck as per Australian Standard requirements, using the appropriate chemicals and equipment.
8. Wash trucks, including semi and trailer, at least once a week, weather permitting.
9. Report any issues or maintenance needs to the WLS Transport Team Leader.
10. Truck cabin to be kept neat and tidy, with regular disinfection of the seat, steering wheel and dashboard switches.
11. Supplied uniform is kept clean and presentable. Truck Drivers are the face of the organisation, so presentation and manner is extremely important.
12. Liaise with customers as required in a businesslike manner and report any non-conformities using the chain of command indicated previously.
13. Review work practices and suggest efficiency improvements when identified.
14. Prompt completion and handling of paperwork in Washroom, Despatch and customer sites if required.

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