

## Position Description

<b>Position Title:</b>	Truck Driver Heavy Combination (HC)
<b>Business Group:</b>	Allstone Quarries Pty Ltd
<b>Department:</b>	Transport
<b>Reports to:</b>	Transport Manager
<b>Classification:</b>	Road Transport and Distribution Award 2020 – Grade 6

## Company Overview

Allstone Quarries Pty Ltd supplies a diverse range of quality crushed rock and aggregate products to Bendigo and surrounding areas. With large stockpiles, a responsive sales team, and both fixed and mobile crushing operations at our Newbridge site, we deliver outstanding service and fast, safe turnarounds.

To support these services, we operate a modern, high-performance transport fleet of over 30 vehicles, including tandem trucks, semi tippers, B-doubles, and more. Our fleet is rigorously maintained to the highest standards, fully compliant with NHVR requirements, and equipped with GPS tracking and onboard cameras for enhanced safety and efficiency. Backed by a team of professional drivers, we are committed to delivering products safely, efficiently, and on time.

## Primary Purpose of the Position

The Truck Driver Heavy Combination (HC) is responsible for the safe and efficient unloading and delivery of product to customers, as well as maintaining the presentation of the truck and ancillary equipment.

## Key Responsibilities

### 1. Compliance with the ASQ Document Management System [Operational and Workplace Health, Safety and Environment (WHSE)]:

- Adhering to all ASQ policies and procedures.
- Adhering to OHS legislation and regulations.
- Ensure all operations comply with the company's environmental objectives.
- Ensure transport fleet operated within governing legislation and requirements, including but not limited to compliance with:
  - National Heavy Vehicle Regulator (NHVR) requirements and all state and federal road rules
  - National Heavy Vehicle Accreditation (NHVAS) requirements
  - Codes of Practice and Australian Standards
  - Mass Management requirements
  - Performance Based Standards (PBS)
  - Chain of Responsibility (CoR) legislation
  - Fatigue Management
- Attend Transport Meetings
  - Toolbox meetings
  - Pre-start meetings

### 2. Accountabilities

Delivery of product and exceptional customer service:

- Follow fatigue management plan – document and log work/rest periods and distance spent driving.
- Ensure all communication from Weighbridge Operator and Transport Manager is understood and followed.
- Follow Chain of Responsibility including mass management (vehicle and axle weights), fatigue management, permits, journey planning and B Double Road network.

- Make sure loads are correctly placed and secured to avoid damage to both truck, goods and property in accordance with Heavy Vehicle National Law and Regulations
- Timely delivery of product as scheduled and in line with Heavy Vehicle National Law and Regulations
- Effective use of vehicle to maximise vehicle utilisation.
- Collection of money from customers on delivery and returned to office if required.
- Ensure all required documentation is complete and forwarded at appropriate times, for example, daily running sheets.

Maintain presentation of the truck and ancillary equipment:

- Daily prestart, greasing and basic maintenance of truck and ancillary equipment
- Report all defects, accidents and violations to Transport Manager and Maintenance Manager in a timely manner.
- Ensure trucks are safely and securely stored.
- Ensure trucks and equipment are kept cleaned.
- Assisting with yard duties and truck maintenance jobs

### **3. Direction, management and autonomy**

- Follow instructions from Transport Manager and Weighbridge Operator regarding schedules, routes and operational instructions while complying with road laws, fatigue management and company policies.
- Seek operational support when required to receive clear job details, training or guidance to meet performance and safety standards.
- Work outcomes are monitored.
- All practices and expectations are in accordance with the standards set forth in the Road Transport Distribution Award.
- Regularly communicate with the weighbridge office regarding delays, route changes, or any issues encountered during transit.

## **Key Selection Criteria**

1. Experience driving truck and dog combinations and/or semi tipper and also experience in tipping and spreading.
2. Experience with using GPS, UHF and smartphone technology.
3. Extensive knowledge of the National Heavy National Law and regulations and Chain of Responsibility legislation
4. Sound literacy, numeracy and IT skills.
5. Ability to work weekends and public holidays as required.

### **Education, Certification and Licences required:**

6. Heavy Combination Licence (mandatory)
7. Construction Induction (mandatory)
8. Transport & Logistics training (desirable)
9. Front End Loader ticket (desirable)
10. First Aid Level 2 (desirable)

### **Personal skills/ attributes required:**

11. Must be safety-conscious and committed to safe work practices.
12. Excellent communication and interpersonal skills, a courteous and polite manner.
13. Highly motivated with a positive attitude, with strong work ethics.
14. Capacity and willingness to accept direction and demonstrated ability to contribute to a team in a professional and collaborative manner.
15. Ability to work under pressure and meet deadlines.

## Key contacts

- Transport Manager
- Operations Manager
- Weighbridge Operator
- Quarry Manager, Foreman and Workers
- Sub-contractors and Customers
- Other ASQ Management and workers

*We acknowledge this information adequately describes the role, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate.*