

Linehaul Driver

Job Title	Linehaul Driver		
Division	Operations		
Department	Operations		
Section	Operations		
Location	IBU-Egypt	Direct Reports	None
Reports To	Supervisor – Hub & Clearance	Version Number	1
External Relations	Customers	Guide Number	
Internal Relations	Operations	Job Code	

Basic Function

Sorting, delivery, and pickups of light weighted shipments to and from clients. Fully understand, drive and promote vision, culture and values.

KEY Responsibilities

Core

- Safely operate and drive commercial vehicles, typically tractor-trailers, to transport goods and materials between locations or terminals.
- Follow prescribed routes and schedules to ensure on-time deliveries.
- Adhere to all traffic laws, regulations, and company policies to ensure compliance and safety.
- Inspect vehicles before and after use to identify any mechanical issues or maintenance needs.
- Secure cargo properly to prevent damage during transit and ensure compliance with loading and unloading protocols.
- Maintain accurate and up-to-date records, including driving logs, delivery documents, and vehicle maintenance records.
- Communicate effectively with dispatchers, customers, and fellow drivers to coordinate and confirm deliveries.
- Perform routine vehicle maintenance tasks, such as checking fluid levels, replacing tires, and conducting regular inspections.
- Follow safety protocols, including wearing appropriate personal protective equipment (PPE) and reporting any safety concerns or incidents immediately.
- Assist with loading and unloading goods as needed, ensuring proper handling and storage.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.

- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competencies

Adaptability	Level 2
Communication	Level 2
Continuous Learning	Level 2
Initiative	Level 2
Teamwork	Level 2

Technical Competencies

Handling Customer Complaint Knowledge	Intermediate
Product Knowledge	Intermediate
Route Planning Knowledge for Industrial Engineers	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate

Competencies – EHS

- Knowledge of basic environment health and safety requirements
- EHS corporate objectives awareness
- Awareness of EHS requirements in the QEHS management systems
- Have attended EHS awareness training (if applicable)
- Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least One (1) year of relevant work experience, 1 year of which should be in Level-03 capacity, preferably in the same industry.

or

High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 1 year has been in Level-03 position

or

High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-02 position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:
Employee Name:			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: