

LGVI Driver -

C+E Driver Vehicle Workshop

Core information

Location: Magna Park Vehicle Workshop	Profession: Asset management /Fleet maintenance
Reports to: Section Manager Magna Park	
People Management: No ▾ Assignment Management: No ▾	
Partnership Level: Partnership level 10	Manager's Partnership level: Partnership level 8
Number of direct reports: 0	Partnership level(s) of direct reports: None ▾

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

To promote the Partnership brand through a professional and courteous manner towards other road users whilst collecting and delivering vehicles to our network of shops, service buildings, distribution centres and repair facilities, including presenting vehicles for MOT. To be legally compliant under current EU Driving and Working Time Directive regulations, to support and champion best practice within the Vehicle Workshop operations whilst working towards a continuous improvement environment. Delivering to key performance indicators (KPI) whilst ensuring the customer receives unrivalled service. To embrace vehicle telematics and vehicle types as you strive to deliver savings to support the wider business.

Primary Outcomes & Accountabilities	Measures of success
- Complete all vehicle movement tasks within given timescales and strive to achieve against on time arrival - Complete all daily vehicle checks accurately and follow correct defect reporting procedures - Operate the vehicle in a safe, legal and economical manner at all times, ensuring that it is maintained in a clean and tidy state - Maintain the security of goods and vehicle when	- Digital driver card downloaded at the end of each shift as required - All documentation completed and presented to the Workshop Section Manager in a timely manner - All written information is legible - Defect report handed in to the vehicle workshop office ensuring the vehicle is roadworthy at all times



delivering to, and collecting from Partnership and supplier vehicle yards

- Maintain individual driving records to the required legal standards whilst maintaining a full knowledge of the Highway Code, Working Time Directive (WTD) EU Drivers Hours regulations and vehicle operations
- Operate systems efficiently when loading and unloading vehicles for laden brake testing and presentation of MOT's. in support of business growth and efficiency measures
- Ensure all legal, health and safety legislation and operational procedures are adhered to, including reporting injuries, accidents and any health and safety issues to ensure the safety of self and others
- Contribute to a high-performance branch culture that is underpinned by the Partnership Principles and Partner Commitments, where Partner happiness and co-ownership deliver excellent service to each other and our customers
- Attend regular communication meetings and keep up to date with Partnership news by reading notice boards and the Partnership's editorials
- Ensure that vocational licence is valid with the correct category entitlement to drive Partnership vehicles
- Promote the Partnership by displaying a professional and courteous manner to other road users
- Promote best practice within your peer group
- Effectively communicate problems and delays to all relevant parties
- Understand and adhere to the detail contained within the John Lewis Drivers' Handbook
- Ensure all Personnel procedures are adhered to

Contribute to a safe working environment

- Apply health and safety management standards evenly and effectively across the department, thus creating and enabling a safe working environment and also meeting any legislative requirements indicated by the products and/or equipment you work with
- Be aware of and adhere to all Health & Safety policy

Personal ;

- Develop and communicate ideas to all management levels to improve Partner Survey scores
- Motivated to drive self-development using all available resources to achieve success
- Maintain an active Personal Development Plan (PDP) to achieve your agreed objectives, both 'business' and 'personal'
- Mentor peers to ensure that best practice is shared
- Participate fully in the branch and Partnership's unique co-ownership culture, embracing the

All delays reported that could affect on time arrivals.

- Annual driving assessment passed
- Vehicle washed to ensure the John Lewis & Waitrose brand is promoted through vehicle cleanliness
- Vocational licence is valid by taking ownership of licence and medical expiry dates
- Achievement of zero driving and Working Time Directive infringements
- Has completed all relevant Health and Safety training, understands and demonstrates Health & Safety policy requirements
- Mandatory training card up to date
- Partner Opinion Survey improvement
- Appraisal rating
- Active Personal Development Plan (PDP)
- Personal Absence >3%



Partnership Commitments and demonstrating them
in own behaviours

Skills

- **C+E (LGVI) Driving licence**
- **Drivers CPC Qualification**
- **Digi Card**
- **Good Geographical knowledge of the UK**
- **Good understanding of drivers hours & Working time directive**

Qualifications & Experience (where applicable)

Essential

- **C+E (LGVI) Driving licence**
- **Drivers CPC Qualification**
- **Digi Card**
- **Good Geographical knowledge of the UK**
- **Good understanding of drivers hours & Working time directive**

Desirable

- **Extensive experience in driving all types of vehicles , from car derived vans to 44t artics**

Version	Created/updated by	Date
<i>1</i>	<i>Dean Luck</i>	<i>29/10/2025</i>