[Full Name]

[City/Town, Province]
[Cell number]
[Email address]

LICENCE AND DRIVING DETAILS

Driver's licence: Code [8/10/14] (Issued: [Month Year])
PrDP: [Yes – valid until Month Year / In progress / Not currently]
Driving record: [Record available on request / No incidents reported in my current role (details available on request)]
Availability: [Immediate / 2 weeks' notice]
Shift work: [Yes/No]
Overtime: [Yes/No]

PROFESSIONAL PROFILE

Reliable and safety-focused driver with [X] years' experience in [local deliveries / long-distance / passenger transport / courier work]. Comfortable with [bakkies / panel vans / rigid trucks / articulated vehicles] and daily checks including pre-trip inspections, basic fault reporting, and paperwork like PODs and delivery notes. Known for punctuality, careful driving and professional customer service.

KEY DRIVING SKILLS

- Pre-trip inspections, basic vehicle checks, tyre and light checks
- Route planning and time management (urban and regional)
- Loading and unloading support; safe cargo handling and securing loads
- Delivery paperwork: PODs, delivery notes, collections, cash and receipt procedures [if applicable]
- Defensive driving mindset; following speed and safety rules
- Customer-facing communication and problem solving at delivery sites

VEHICLE AND ROUTE EXPERIENCE

- **Vehicles:** [e.g. 1-ton bakkie, 2-ton panel van, 8–10 ton rigid truck, refrigerated vehicle, tail-lift]
- **Areas/routes:** [e.g. Kimberley CBD, suburbs, industrial areas, Northern Cape regional routes]
- **Work type:** [e.g. retail deliveries, warehouse collections, courier drops, FMCG distribution]

WORK EXPERIENCE

Driver – [Company Name], [City]
[Month Year] – [Month Year or Present]

- Completed daily deliveries and collections across [areas/regions], keeping to scheduled

Free template from cvhub.co.za - build and share your CV for free

times where possible.

- Performed basic daily vehicle checks (tyres, lights, fluids) and reported faults to management.
- Loaded and secured goods with safe handling to reduce breakages and returns.
- Managed delivery paperwork (PODs, delivery notes) and communicated delays or customer issues early.
- Kept the vehicle clean and presentable; followed site rules when entering warehouses and customer premises.

Assistant Driver / General Worker (Driving Duties) – [Company Name], [City]
[Month Year] – [Month Year]

- Supported the driver with loading and unloading, and assisted with safe navigation on busy routes.
- Helped check delivery notes against orders and confirmed PODs with customers.
- Handled warehouse tasks during quiet periods (picking, packing, stock movement).

EDUCATION

Highest grade passed: [Grade 10/11/12] – [School Name], [Year]

CERTIFICATES AND TRAINING

- [Defensive driving / forklift / first aid / fire safety / hazchem awareness – only if completed]
- [Any short course related to logistics, safety or customer service]

REFERENCES

[Name Surname] – [Job title], [Company]
[Cell number] · [Relationship, e.g. Supervisor]

[Name Surname] – [Job title], [Company]
[Cell number] · [Relationship, e.g. Manager]

Free template from cvhub.co.za - build and share your CV for free