

DRIVERWORTH UK

THE DRIVER JOB TOOLKIT

Compare jobs properly. Apply with confidence. Ask better questions.

JOB VALUE	CV BUILDER	INTERVIEW PREP
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For UK HGV, LGV, PCV and professional drivers

Printable PDF + editable Word version

[START HERE](#)

How to use this toolkit

You do not need to complete every page. Use the sections that match the decision you are making now.

The 10-minute route

If you are considering a vacancy today: complete the Job Advert Decoder, Job Value Worksheet and Two-Job Comparison. Those three pages should expose most of the important trade-offs.

Use the pack in four stages

Stage	What you are doing
1. Decode	Separate what the advert promises from what you still need to confirm.
2. Compare	Put pay, hours, commute, pattern and benefits side by side.
3. Apply	Turn your driving experience into a clear CV and application.
4. Decide	Ask better questions at interview and judge the whole offer - not just salary.

A useful rule

Compare the job with your real life

A job can pay more and still be a worse deal once start times, finish times, commute, unpaid time, nights, weekends and predictability are included.

Important: This toolkit is for job comparison and career preparation. It is not tax, legal, financial, payroll, working-time or minimum-wage advice. Check official guidance and your contract where those issues matter.

SECTION 1

Job Advert Decoder

Turn a polished advert into a list of facts, unknowns and questions.

Advert item	What it says	Status
Headline salary / hourly rate	_____	Confirmed / unclear
Contracted hours per week	_____	Confirmed / unclear
Normal start time(s)	_____	Confirmed / unclear
Normal finish time(s)	_____	Confirmed / unclear
Paid or unpaid breaks	_____	Confirmed / unclear
Overtime rate + trigger	_____	Confirmed / unclear
Typical drops / route type	_____	Confirmed / unclear
Handball / loading expected	_____	Confirmed / unclear
Nights out / weekends	_____	Confirmed / unclear
Holiday allowance	_____	Confirmed / unclear
Pension / benefits	_____	Confirmed / unclear
Reason vacancy is available	_____	Ask

Do not fill gaps with assumptions

If the advert says “competitive overtime”, “flexible finish”, “up to £X” or “occasional weekends”, turn that phrase into a direct question before you judge the job.

SECTION 2

Job Value Worksheet

The point is not to produce a perfect financial model. It is to compare opportunities on the same basis.

Input	Your figure
Advertised annual salary / expected annual gross pay	£ _____
Paid hours per week	_____
Realistic hours given to the job each week	_____
Working weeks per year	_____
One-way commute	_____ mins
Working days per week	_____
Weekly commute / parking / toll cost	£ _____
Other job-only costs per month	£ _____

Three comparison numbers

- ☐ Headline gross hourly rate = annual gross pay ÷ (contracted weekly hours × 52)
- ☐ Time committed per year = (real weekly work time + weekly commute time) × working weeks
- ☐ Indicative real gross value per hour = (annual gross pay - annual job-only costs) ÷ time committed

Use the free DriverWorth calculator

For a faster comparison, enter the same figures into the DriverWorth UK calculator. This worksheet is useful when you want to keep a paper record of the result.

SECTION 3

Two-Job Comparison

If you are choosing between two roles, compare more than salary.

Factor	JOB A	JOB B
Salary / expected annual gross		
Real gross value per hour		
Average start time		
Typical finish time		
Commute each way		
Days / shift pattern		
Overtime availability		
Weekend / bank holiday impact		
Nights out		
Physical workload / handball		
Predictability		
Holiday / pension / benefits		
Training / progression		
How you felt about the employer		
Final test Which job would you choose if both paid exactly the same? Your answer usually reveals which non-pay factors matter most to you.		

SECTION 4

20 questions to ask before accepting

You do not need to interrogate the employer. Pick the questions that remove the biggest unknowns.

01. What are the usual start and finish times for this team?
02. What did a typical shift look like last week?
03. How many paid hours would I normally get each week?
04. Are breaks paid or deducted?
05. When does overtime start and what is the rate?
06. Is overtime guaranteed, optional or seasonal?
07. How often do shifts overrun the planned finish time?
08. How many drops / collections are typical?
09. How much handball or manual handling is involved?
10. Who loads the vehicle and how is load security handled?
11. Are routes fixed, rotating or allocated daily?
12. How often are weekends or bank holidays required?
13. Are nights out expected? If so, how often?
14. What is the process for defects and vehicle changes?
15. How is driver performance measured?
16. What induction or route training is provided?
17. What happens if a delivery cannot be completed safely or on time?
18. Why is this vacancy available?
19. How long do drivers typically stay with the team?
20. What progression is realistic from this role?

SECTION 5

Red flags and green flags

One phrase is rarely enough to judge an employer. Look for patterns in how clearly they answer reasonable questions.

Potential green flags

- ☐ Clear pay and overtime rules
- ☐ Specific normal start and finish ranges
- ☐ Straight answer about why the vacancy exists
- ☐ Structured induction / buddying / route training
- ☐ Drivers can report defects without pressure
- ☐ Realistic workload and route expectations
- ☐ Employer can explain progression, benefits and probation clearly

Things to investigate further

- ☐ “Up to” salary with no explanation of how to reach it
- ☐ “Finish when finished” with no typical average
- ☐ “Competitive” overtime with no actual rate
- ☐ Very high pay but vague contracted hours
- ☐ Pressure to be “flexible” without boundaries
- ☐ Advert repeatedly reappears
- ☐ Employer avoids questions about turnover, safety or workload

A red flag is a prompt to ask, not automatic proof

Some adverts are simply badly written. The employer's response to a clear question is often more informative than the wording of the advert.

SECTION 6

Pay & shift comparison cheat sheet

Use consistent maths when comparing salary, hourly and rotating-shift jobs.

Comparison	Simple formula
Salary to headline hourly	$\text{Annual salary} \div (\text{weekly contracted hours} \times 52)$
Hourly to rough annual gross	$\text{Hourly rate} \times \text{paid hours per week} \times \text{paid weeks}$
Commute hours per week	$\text{One-way minutes} \times 2 \times \text{working days} \div 60$
Annual commute hours	$\text{Weekly commute hours} \times \text{working weeks}$
Annual job-only travel cost	$\text{Weekly travel cost} \times \text{working weeks}$

For rotating patterns

- Compare the full pattern across several weeks, not only one attractive block of days off.
- Check how weekends and bank holidays fall across the rota.
- Ask whether holiday is booked in days, hours or shifts and how a “day” is valued.
- Check whether premium rates apply consistently to overtime, nights, weekends and training.

Keep tax out of the first comparison

Start by comparing gross pay, time and job-specific costs. Personal tax can then be considered separately because it depends on individual circumstances.

SECTION 7

Professional Driver CV Blueprint

A strong driver CV should make licence, safety, reliability, customer service and operational experience easy to find.

1. Name + contact details

Town/area, mobile, professional email. No full street address needed on the CV.

2. Professional profile

3-5 lines: years of experience, licence categories, type of work, strongest operational qualities, target role.

3. Key skills

8-12 relevant skills. Put the job advert's important requirements near the top when they genuinely match your experience.

4. Employment history

Most recent first. Use 3-6 concise bullets per recent role; focus on responsibilities and evidence, not a generic job description.

5. Licences & qualifications

Licence categories, Driver CPC where applicable, cards/certificates and relevant training.

6. Earlier career

Older jobs can be shorter unless they add relevant transport, customer service, supervisory or business experience.

Aim for clarity before design

Two clean pages usually beat a crowded graphic CV. Recruiters should be able to identify your licence, current role and relevant experience in seconds.

SECTION 8

Professional profile builder

Build a short opening paragraph that tells the employer what you bring, not what you “hope to gain”.

Formula

Experience + licence + work type + strengths + target

Example structure: “Experienced professional driver with [X] years across [areas], holding [licences]. Strong background in [2-3 relevant areas]. Known for [strengths]. Now seeking [target role].”

Example: HGV / multi-drop

Experienced LGV driver with a strong background in multi-drop delivery, vehicle checks, customer service and safe load handling. Confident working to planned routes while adapting calmly to delays and site conditions. Reliable, safety-conscious and comfortable dealing directly with customers and operational teams.

Example: moving towards fleet / operations

Transport professional with extensive frontline driving and customer-service experience, supported by practical knowledge of vehicle compliance, defect reporting, route planning and day-to-day fleet operations. Calm and organised under pressure, with a strong understanding of the realities drivers face on the road. Seeking to bring that operational experience into a fleet or transport coordination role.

Avoid empty adjectives

“Hard-working, punctual and motivated” is stronger when the rest of the CV proves it through responsibilities, achievements and examples.

SECTION 9

Driver skills bank

Pick the skills that are true for you and relevant to the vacancy. Do not paste all of them into every application.

☐ HGV / LGV / PCV driving	☐ Daily vehicle checks	☐ Defect identification & reporting
☐ Drivers' hours / tachograph awareness	☐ Safe loading / load security	☐ Multi-drop delivery
☐ Route planning & navigation	☐ Customer service	☐ Delivery paperwork
☐ Proof of delivery	☐ Time-critical work	☐ Manual handling
☐ Site safety	☐ Risk awareness	☐ Fuel-efficient driving
☐ Incident reporting	☐ De-escalation	☐ Passenger/customer care
☐ Communication with traffic office	☐ Working independently	☐ Team support
☐ Coaching new colleagues	☐ Problem solving	☐ Schedule changes
☐ Record keeping	☐ Basic fleet administration	☐ Vehicle handover
☐ Compliance procedures	☐ Shift flexibility	☐ Local road knowledge

Tailor, do not invent

Mirroring the employer's terminology can make a CV easier to scan, but only include skills and experience you genuinely have.

SECTION 10

Turn duties into stronger CV bullets

A bullet should tell the reader what you did and, where possible, why it mattered.

Version	Example
Weak	Drove a lorry and made deliveries.
Better	Completed scheduled multi-drop deliveries safely and efficiently while maintaining professional customer service at each site.
Weak	Did vehicle checks.
Better	Completed daily vehicle inspections, identified defects and followed reporting procedures to support roadworthiness and compliance.
Weak	Used paperwork.
Better	Maintained accurate delivery and vehicle records, including proof-of-delivery documentation and operational paperwork.

Bullet builder

Action + task + standard / purpose

Start with a strong verb: Completed, Managed, Coordinated, Delivered, Maintained, Supported, Resolved, Checked, Planned, Trained, Improved.

What I did

How / to what standard

Why it mattered / result

SECTION 11

Application checklist

A five-minute check before you press Apply can prevent avoidable mistakes.

- ☐ Licence categories are easy to find near the top of the CV
- ☐ Current / most recent role appears first
- ☐ CV profile matches the type of role you are applying for
- ☐ Key skills reflect the advert where genuinely relevant
- ☐ Employment dates are consistent
- ☐ Recent roles have concise, specific bullets
- ☐ Spelling of employer and job title is correct
- ☐ File name is professional (for example: Firstname-Lastname-CV.pdf)
- ☐ Contact number and email are current
- ☐ No unexplained placeholders or template text remain
- ☐ Application answers add evidence rather than repeat the CV
- ☐ You have saved a copy / screenshot of the job advert

Before interview

- ☐ Re-read the saved advert
- ☐ Prepare 3 examples: safety/problem-solving/customer or colleague situation
- ☐ Know your current notice period / availability
- ☐ Write down the 5 questions you most want answered

SECTION 12

Interview preparation sheet

Prepare examples, not scripts. You want enough structure to answer naturally.

Theme	Your example	Result
Safety / compliance	A time you spotted a problem, followed procedure or protected safety.	
Pressure / delays	A time plans changed and you kept the job moving calmly.	
Customer / passenger	A difficult interaction you handled professionally.	
Teamwork	A time you supported a colleague, office, loader or operations team.	
Judgement	A time you made a safe decision even when it was inconvenient.	
Reliability	An example that demonstrates planning, attendance or ownership.	

SECTION 13

STAR answer builder

Use STAR to keep examples clear: Situation, Task, Action, Result.

S - Situation

What was happening? Keep the background short.

T - Task

What were you responsible for?

A - Action

What did YOU actually do? This should be the longest part.

R - Result

What happened? What improved, was avoided or was learned?

Driver interview tip

Safety decisions are strongest when you explain both the operational pressure and why you still chose the safe / compliant course of action.

SECTION 14

Driver interview question bank

Practise your examples against likely themes. The exact wording will vary by employer.

1. Tell us about your driving experience and the types of work you have done.
2. How do you carry out your daily vehicle checks?
3. What would you do if you found a defect before starting work?
4. Tell us about a time you were delayed but still managed the situation well.
5. Describe a difficult customer or passenger situation and how you handled it.
6. How do you manage unfamiliar routes or delivery locations?
7. What does good customer service look like for a professional driver?
8. Tell us about a time you had to make a safety-first decision.
9. How do you keep paperwork and records accurate?
10. How do you handle pressure from time windows or changing priorities?
11. Why are you interested in this role?
12. What would your previous manager say are your strengths?
13. What kind of working pattern helps you perform at your best?
14. How do you work with traffic office / dispatch / warehouse colleagues?
15. Where would you like your transport career to develop?

SECTION 15

Questions to ask the interviewer

The interview is also your chance to test whether the reality matches the advert.

Hours & pattern

- ☐ What is the normal finish-time range?
- ☐ How often do drivers finish later than planned?
- ☐ How are breaks and overtime treated?

Workload

- ☐ What is a typical route / number of drops?
- ☐ How much loading, unloading or handball is usual?
- ☐ How are difficult or failed deliveries handled?

Culture & support

- ☐ What does induction look like?
- ☐ How are defects or safety concerns escalated?
- ☐ What makes drivers stay here?

Progression

- ☐ What training is available?
- ☐ What roles have drivers moved into from this position?

Choose five

You do not need to ask everything. Pick the questions that would genuinely change your decision.

SECTION 16

Job offer decision sheet

Before saying yes, capture what has actually been offered - especially anything that differed from the advert.

Offer item	Confirmed details
Job title	
Employer / depot	
Salary / hourly rate	
Contracted hours	
Shift / start time	
Typical finish	
Overtime terms	
Holiday	
Pension / benefits	
Probation	
Start date	
Commute	
Anything promised verbally	

Before resigning from your current job

Make sure the important terms are confirmed in writing and that you understand any conditions attached to the offer.

SECTION 17

Your job priorities scorecard

A “better” job depends on what you value. Score each factor before comparing offers.

Factor	Importance 1-5	Notes
Take-home / gross pay potential		
Predictable finish time		
Short commute		
Weekends off		
Few / no nights out		
Low physical workload		
Job security		
Good management / culture		
Training / progression		
Pension / benefits		
Autonomy		
Variety		
Customer contact		
Low stress		

Use this before you get attached to a salary figure

Scoring your priorities first reduces the temptation to let one attractive number override everything else.

SECTION 18

First-week checklist

Useful when you start somewhere new. Record the basics before they become assumptions.

- ☐ Know who you report defects and incidents to
- ☐ Understand vehicle allocation / key process
- ☐ Know where daily checks are recorded
- ☐ Confirm start, break and finish recording process
- ☐ Understand route / run allocation
- ☐ Know fuel / AdBlue / charging arrangements
- ☐ Understand delivery / passenger paperwork
- ☐ Know who to call when delayed
- ☐ Know the process for failed deliveries / customer issues
- ☐ Confirm overtime authorisation
- ☐ Understand PPE / site requirements
- ☐ Know emergency and accident reporting process
- ☐ Save useful depot / traffic office contact details
- ☐ Check pay date and payslip access
- ☐ Ask any “everyone knows that” questions early

Notes from week one

SECTION 19

Application tracker

Keep enough detail to follow up without turning job hunting into a full-time admin task.

Date	Employer / role	Pay	Applied?	Interview	Outcome / next action

FINISH

Your next move

Use this page to turn the pack into action rather than another document sitting in a downloads folder.

- ☐ Run your current job through the DriverWorth calculator
- ☐ Choose one target role / job type for the next 30 days
- ☐ Update your CV profile and top 8 skills
- ☐ Save three strong STAR examples
- ☐ Set your minimum acceptable pay / hours / commute criteria
- ☐ Apply only when the role meets enough of your priorities
- ☐ Review your tracker once a week - not every hour

My target role

My non-negotiables

My next three actions

A useful job is not only one that pays more

The goal is to find work that rewards your time, fits your life and gives you a reason to stay.

IMPORTANT INFORMATION

About this toolkit

DriverWorth UK is an independent career-comparison resource for professional drivers.

This toolkit provides general information, worksheets and career-preparation prompts. It does not provide legal, tax, financial, payroll, employment-law, health-and-safety or regulatory advice. Rules and individual circumstances can change; use official sources and professional advice where appropriate.

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Version

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Thank you

If this pack helps you avoid one poor-fit job or spot one better opportunity, it has done its job.