

Truck Driver

Department: Receiving/Warehousing/Shipping

Reports to: R/W/S Supervisor

FLSA Status: Non Exempt

Date: October 25, 2018

EEO:

POSITION SUMMARY:

The Truck Driver is responsible for transporting goods from one place to another using heavy or tractor-trailer trucks. Operates trucks with a capacity of at least 26,001 pounds per gross vehicle weight.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Employees must be able to fulfill these functions in a consistent state of alertness and in a safe manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Deliver goods while operating a tractor-trailer truck or straight truck
- Load and unload cargo.
- Record amount and type of cargo being delivered.
- Drive long distances.
- Fill up on fuel, clean truck, and wash windows.
- Report any incidents encountered on the road.
- Monitor road conditions and watch for traffic congestion.
- Follow all applicable traffic laws.
- Inspect the trailer before and after the trip, and record any defects found.
- Follow accident procedures if an accident occurs.
- Report serious mechanical problems to the appropriate personnel.
- Keep truck, and associated equipment, clean and in good working order.
- Get goods to client on time.
- Take rest periods during trip.
- Take special precautions while driving.
- Maintain log of trips.
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks and a pre-employment drug screen.

- **Teamwork:** Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

Truck Driver

EDUCATION/CERTIFICATION/LICENSURE:

- High School diploma or GED preferred
- Valid Class A CDL required

EXPERIENCE REQUIRED:

- 2 years driving experience and/or training preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Must be able to pass a written and practical exam

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date