

# Driver Tier 1 (Class A)

## Job Description

**Division/Department:** Transportation

**Reports to:** Transportation Manager

**Level/Grade:**

**Type of position:**

Full-time     Contractor  
 Part-time     Intern

Exempt  
 Nonexempt

**RESPONSIBILITIES:** Daily general responsibilities are the operation of a light or heavy truck in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.

**Main Activities:**

- Operate all equipment in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks addressing issues as needed
- Maintain mileage, maintenance and fuel logs
- Maintain and clean trucks as scheduled and/or required
- Must be available to report to work with two hours notice at any time, twenty four hours a day, seven days a week, to work irregular hours in stressful situations and to report on time as scheduled.
- Must be able to drive in various weather conditions such as but not limited to Snow, Black Ice, Rain.
- Core of driving(over 90% will occur over the road)
- Ensure trucks and equipment are safely and securely stored
- Advise Supervisor of any requirements for maintenance or repairs
- Perform other related tasks as requested by Supervisor to include pulling orders, driving forklift, etc.

**KNOWLEDGE, SKILLS AND ABILITIES:**

The Driver is required to have, as a minimum, a High School Diploma or equivalent and a clean, unrestricted Class A Driver License.

**Knowledge:**

- Knowledge of truck and safety equipment
- Knowledge of scheduling system and procedures
- Knowledge of record keeping system and procedures

**Skills:**

- Ability to operate the trucks in a safe and responsible manner
- Ability to operate equipment in a safe and responsible manner
- Must be able to read, write, and speak English
- Must be able to use Smart Phone
- Client service and public interaction skills
- Team building
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Ability to read and write to record pickups and maintain daily records
- Stress management
- Time Management to avoid late pickups or deliveries
- Other related duties can be assigned

**Abilities:**

- Ability to plan and execute deliveries precisely
- Ability to ensure that all paperwork is processed correctly to include that paperwork, product and count are correct and matching
- Ability to communicate effectively with warehouse personnel with regard to appointment times, loading issues and to determine when product is ready to ship
- Ability to maintain correct pallet counts and the disposal of damaged pallets with the assistance of the Dock Supervisor
- Ability to lift up to 50 lbs to shoulder height and above

**PERSONAL ATTRIBUTES:**

The incumbents must demonstrate the following personal attributes:

- Be truthful, dependable, respectful and courteous
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Deal with the public in a positive, courteous and respectful manner
- Cell phones shall not be used while driving
- Trucks should only be used for **business only**, not for personal use

**Employee Name:**

**Employee Signature:**

**Date of Hire:**

**Date Signed:**

