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## Job Descriptions

**Job Title:** Over-the-Road driver of tractor/trailer combination (Commercial Motor Vehicle).

**Position Summary:** Drives tractor and trailer combination units (including van and temperature controlled trailers) and loading and/or delivering products. Loading and delivering commodities may occasionally require the operation of auxiliary equipment and machinery. Driver may be required to assist in loading and unloading of freight.

### Principal Duties and Responsibilities:

- Drives diesel powered tractor/trailer combination units transporting safely and efficiently all assigned shipments.
- Performs all loading and unloading procedures as required.
- Report all service failures or delays immediately to the proper company representative.
- Report all traffic violations and/or arrests immediately to the proper company representatives.
- Performs inspections of vehicle(s) as required by company policy, state, federal and local law to ensure the vehicle(s) are in safe operating condition and has ample quantities of fuel, oil and water.
- Complies with all regulations, rules, and company policies and procedures while performing his/her job duties.
- Reports all road hazards observed enroute.
- Makes delivery or pick-up of freight enroute, obtaining signed receipts, while collecting and signing for freight as instructed. This includes physical loading and/or unloading as required.
- Report all accidents, spills or property damage, regardless of extent of damage or injury, immediately to the proper company representative.
- Contact dispatch as required.
- Complete and turn in all trip paperwork as required.
- Keeps vehicle(s) assigned in clean condition.
- Follow company guidelines pertaining to acceptable conduct when dealing with supervisors, shop personnel, drivers and customers.
- Practices good personal hygiene projecting an image of quality and professionalism at all times.

### Knowledge and Skills Required:

- Must be at least 23 years of age.
- Must have two years verifiable over-the-road experience operating a commercial motor vehicle.
- Must possess a valid Commercial Driver's License with proper endorsements.
- Must be physically qualified to operate a commercial motor vehicle as required by Title 49, CFR 391.41 and company policy.
- Must possess a good working knowledge and operating ability of a tractor/trailer combination unit; the knowledge and ability to perform minor repairs on the road as necessary; and the knowledge and ability to maintain equipment in a good condition consistent with company policy, state and federal laws.
- Must have the ability to read, write and speak the English language sufficiently to complete all paperwork requirements established by company policy, and various laws and regulations.

### Physical Demands:

- Must have physical and mental ability to sit, stand, and remain alert while driving or while otherwise on-duty for long periods of time up to 11 hours driving without rest or relief.
- Must be able to operate for long periods of time a clutch and manual transmission tractor/trailer unit with or without the use of an artificial prosthesis or other reasonable accommodation.
- Must be able to perform occasional squatting, stooping, crouching, crawling, bending, twisting, climbing, reaching, lifting and balancing as required to inspect equipment, to enter and exit vehicles, and to affect loading and/or unloading of commodities transported.

Must be able to enter and exit the vehicle's cab 10 or more times a day with entry and exit achieved with the assistance of various configurations of steps and above shoulder hand holds.  
Must be able to hook and unhook trailers from the tractor including the cranking lever used to raise and lower landing gear on trailers.  
Must have mechanical aptitude.  
Must have good work habits.  
Must be able to follow written and verbal instructions in the English language.

**Work Environment:**

Will spend time out of doors at times during inclement weather.  
Subject to irregular work schedules, long trips, tight delivery schedules, and delays enroute on crowded streets and highways in all kinds of weather and during day or night.  
Will spend a large percentage of time in the commercial motor vehicle exposed to noise and vibration levels.  
May be exposed to heat, cold, dust, noise and other irritants.

*“The above job description is only intended to be a general guideline, and is not intended to include every rule, regulation or company policy.”*

## **Job Description (continued)**

**Job Title:** Less-than-Truckload (local) driver of tractor/trailer combination (Commercial Motor Vehicle).

**Position Summary:** Drives tractor and trailer combination units (including van and temperature controlled trailers) and loading and/or delivering products. Loading and delivering commodities may occasionally require the operation of auxiliary equipment and machinery. Driver may be required to assist in loading and unloading of freight.

**Principal Duties and Responsibilities:**

Drives diesel powered tractor/trailer combination units transporting safely and efficiently all assigned shipments.  
Performs all loading and unloading procedures as required.  
Report all service failures or delays immediately to the proper company representative.  
Report all traffic violations and/or arrests immediately to the proper company representatives.  
Performs inspections of vehicle(s) as required by company policy, state, federal and local law to ensure the vehicle(s) are in safe operating condition and has ample quantities of fuel, oil and water.  
Complies with all regulations, rules, and company policies and procedures while performing his/her job duties.  
Reports all road hazards observed enroute.  
Makes delivery or pick-up of freight enroute, obtaining signed receipts, while collecting and signing for freight as instructed. This includes physical loading and/or unloading as required.  
Report all accidents, spills or property damage, regardless of extent of damage or injury, immediately to the proper company representative.  
Contact dispatch as required.  
Complete and turn in all trip paperwork as required.  
Keeps vehicle(s) assigned in clean condition.  
Follow company guidelines pertaining to acceptable conduct when dealing with supervisors, shop personnel, drivers and customers.  
Practices good personal hygiene projecting an image of quality and professionalism at all times.

**Knowledge and Skills Required:**

Must be at least 23 years of age.  
Must have two years verifiable driving experience operating a commercial motor vehicle.  
Must possess a valid Commercial Driver's License with proper endorsements.  
Must be physically qualified to operate a commercial motor vehicle as required by Title 49, CFR 391.41 and company policy.

Must possess a good working knowledge and operating ability of a tractor/trailer combination unit; the knowledge and ability to perform minor repairs on the road as necessary; and the knowledge and ability to maintain equipment in a good condition consistent with company policy, state and federal laws. Must have the ability to read, write and speak the English language sufficiently to complete all paperwork requirements established by company policy, and various laws and regulation.

### **Physical Demands:**

Must have physical and mental ability to sit, stand, and remain alert while driving or while otherwise on-duty for long periods of time up to 11 hours driving without rest or relief.

Must be able to operate for long periods of time a clutch and manual transmission tractor/trailer unit with or without the use of an artificial prosthesis or other reasonable accommodation.

Must be able to perform occasional squatting, stooping, crouching, crawling, bending, twisting, climbing, reaching, lifting and balancing as required to inspect equipment, to enter and exit vehicles, and to affect loading and/or unloading of commodities transported.

Must be able to enter and exit the vehicle's cab 10 or more times a day with entry and exit achieved with the assistance of various configurations of steps and above shoulder handholds.

Must be able to hook and unhook trailers from the tractor including the cranking lever used to raise and lower landing gear on trailers.

Must have mechanical aptitude.

Must have good work habits.

Must be able to follow written and verbal instructions in the English language.

### **Work Environment:**

Will spend time out of doors at times during inclement weather.

Subject to irregular work schedules, long trips, tight delivery schedules, and delays enroute on crowded streets and highways in all kinds of weather and during day or night.

Will spend a large percentage of time in the commercial motor vehicle exposed to noise and vibration levels.

May be exposed to heat, cold, dust, noise and other irritants.

***“The above job description is only intended to be a general guideline, and is not intended to include every rule, regulation or company policy.”***