

JOB DESCRIPTION

Job Title: Van and Tractor/Trailer Truck Driver

FLSA Status: TBD

Prepared Date: November 2008

Job Purpose:

Transports and delivers products of material by operating a tractor/trailer truck.

Key-50% or more-Frequently (F); 20-49%-Sometimes (S); 0-19%-Occasionally (O)

Essential Job Results:

% Of Time

1. **F- Determines condition of vehicle** by inspecting vehicles before and after use; logging; inspection; reporting requirements.
2. **S-Ensures correct loading/unloading of** vehicle by loading/unloading product or material; directing material handlers to ensure safety and minimal risk of damage to cargo and danger to persons.
3. **S-Delivers product or material to destination in a safe and timely matter** by identifying destination; selecting rout; driving vehicle.
4. **S-Ensures operation of equipment** by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment suppliers; evaluating new equipment and techniques; installing/removing tire chains as required by weather conditions; pulling 5th wheel release handle w/73 to 92lbs of force, open & close trailer doors for Class A/B drivers.
5. **S-Maintains safe vehicle and conditions and protects load** by complying with organization policies and procedures and highway rules and regulations and FDOT rules and regulations when apply.
6. **S-Conserve resources** by using equipment and suppliers as needed to accomplish job equipments.
7. **O-Maintain accurate records** by completing driver log; obtaining shipper and receiver authorizations; filing documents.
8. **S-Contributes to team effort** by accomplishing related results as needed.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education And/Or Experience:

- High School Diploma or equivalent
- 2 years commercial driving (Class B & A)
- Possession of a valid and current license and CDL with proper endorsements as needed

Knowledge, Skills, & Abilities:

- Knowledge of FDOT regulations governing safe driving, hours of service, inspections and maintenance, and transportation of hazardous materials
- Knowledge of vehicle safety and control systems
- Excellent telephone communication skills
- Excellent customer service skills
- Ability to read, write and perform simple mathematical calculations
- Ability to handle receipts, read maps, road signs and maintain logs as needed
- Ability to be away from home for extended periods of time as needed
- Ability to sit and remain alert while driving for an aggregate period for up to 10 hours
- Ability to perform frequent pulling and pushing of freight weighing up to 1000 lbs on a cart or dolly when applies to load and driver
- Ability to frequently lift and/or carry freight up from ground to waist weighing 1 pound to 50 pounds of varying size and shape a distance of at least 1 foot but usually no more than 50 feet. Ability to lift 20 lbs overhead frequently
- Ability to spend at least 20% of a day standing and 20% of a day walking on a surfaces such as concrete, wood and metal and sometimes slippery and wet surfaces
- Ability to shift manual transmission or operate foot pedals along with hand controls as applies to equipment
- Ability to perform occasional squatting, crouching, twisting, pushing, pulling, climbing, bending, kneeling or stopping to handle and position freight
- Ability to enter and exit the vehicle 8-15 times per day. For Class A/B drivers: Cab height averages 36-60 inches above ground level and entry and exit are achieve with the assistance of various configurations of steps and handholds
- Ability to meet or exceed the medical standards of the U.S. Department of Transportation when required for job position
- Ability to satisfactory pass a controlled substance/alcohol test(s) when the testing applies to the job position. Ability to satisfactory pass a controlled substance test(s) for all workmen's compensation claims