

Full Time Driver Job Description

JOB SUMMARY: To efficiently and safely transfer and deliver bulk commodities by driving class 8 equipment both long and short distances.

GENERAL INFORMATION

1. Furnish your own transportation to and from the terminal where your truck is located. Company trucks WILL NOT be used for personal transportation needs.
2. Begin your trips early enough to ensure on time pick-ups and deliveries. This should include time allowed for possible problems such as traffic, flat tires, breakdowns, ect.
3. Dress should be in such a fashion as to always be presentable to the public and to customers, while positively representing your employer. Appearance and safety are highly important to us, and you are to be a representative of our company. Due to the locations that we drop off and pick up at, follow the below guidelines for your safety.
 - a. Hair Cut at or above the shirt collar, no pony tails.
 - b. No beards. Mustaches are not to be below the bottom lip
 - c. Long pants are required, no shorts. Short sleeve shirts are allowed unless plant regulations require long sleeved attire. Tee shirts or hats with any obscene logos or language are prohibited.
 - d. No sandals, shoes/boots must have heels and must provide adequate footing to ensure safety. You will be around wet and slippery surfaces constantly, take this into consideration when purchasing footwear.
 - e. Required safety equipment
 - i. Hard hats with a full face shield
 - ii. Glasses
 - iii. Rain suit
 - iv. Chemical resistant rubber gloves and boots
4. Please respect all safety regulations asked of you at a customer's or shipper's facilities. You are responsible to purchase and maintain such equipment and have it at your disposal **AT ALL TIMES**
 - a. Generally, the work week will begin on either Sunday night or early Monday morning and will end Friday night. Once the work week begins, don't expect to be home until Friday night. Occasionally Saturday and Sunday work will be expected. If you need a day off, or need to make an appointment on a certain date or at a certain time, let us know- we will work with you. We know and understand that occasionally things arise that must be taken care of during the normal work week.
 - b. The company will reimburse authorized road expenses such as tolls, scale charges, and other load delivery/ pick-up expenses.
 - c. I Passes and cell phones are provided in each truck. They are for company use. If you use them for personal reasons, the usage charges will be deducted from your pay.

ESSENTIAL FUNCTIONS

1. Drivers must be capable of maneuvering a truck and trailer unit in all types of traffic conditions and inclement weather as well as in tight loading, unloading, and washout facilities.

2. You will be assigned a power unit. With it you are responsible for the following
 - a. Pre-trip inspections, including all safety and mechanical checks
 - b. Pre-trips must be completed prior to leaving the terminal; there will be NO exceptions
 - c. Reporting any damages or safety/mechanical defects as soon as they come to your attention.
 - d. Keep your truck clean. The floor should be kept clean and should at no time be littered. The upholstery and dashboard should be relatively dust free. The windshield should also be kept clean. Remember, the truck you are driving is company property and should be cared for as such.
3. You will be responsible to pre-trip any trailer that is assigned to you. These pre-trips will be conducted when the trailer is picked up. The pre-trip procedure include the following
 - a. Check and circle on pre-trip form all damaged areas on the trailer, hoses and valves.
 - b. Check clean out caps and manholes
 - c. Check all safety and mechanical devices such as tires, springs, breaks and wheels
 - d. After the trailer has been cleaned, visually inspect the inner tank barrel as well as QRV valves and hoses
 - e. Manually check clean out caps and Christmas tree for proper tightness
 - f. Make sure the tank is vented properly to assure proper air draw
4. It is you responsibility to ensure that the tank is clean of any product, whether it is sand, food products, chemicals, ect. The exterior of the tank must also be clean.
 - a. If the trailer has a lot of product in the spill dam or has product spilled on the skin, call and notify the dispatch immediately.
5. Drivers are responsible for maintaining all equipment in good working order so as to perform the unloading process without delays, leaks or any other issues directly correlated to poorly kept equipment.
 - a. Drivers must be capable of handling and hooking up hoses and performing the loading and unloading of the product you haul
 - b. Notify the shop of any defects or possible failure of equipment such as strange noises, leaking pipes or fittings, ect.
 - c. Pumps are to be kept clean, visually check after each cleaning
 - d. Hoses are not to be run over or dropped on hard surfaces. They should be secured in the tube or tray so that they are not lost during travel.
 - e. Be certain that hose have been cleaned and well drained; caps and plugs should be with them and gaskets should be in the fittings.
 - f. Make sure that all of the hose is picked up and put away correctly after every use.
 - g. Notify the shop immediately of any leaks in hoses or fittings.
6. Drivers are fully responsible to
 - a. Correctly fill out paperwork. Paperwork may be turned in at anytime throughout the week, however all paperwork MUST be turned in no later than the end of each business week.
 1. Required paperwork includes logs, freight invoices, trip reports, expense reports and receipts.
 2. Incorrectly completed paperwork will be returned and must then be revised
 - a. Because this paper work is vital for our company to function properly, failure to turn paperwork in on time will result in the

- b. Withholding of your paycheck until the paperwork has been updated and turned in.
 - c. All paper work should have your name and the tractor-trailer numbers on it. This allows the office staff to differentiate each driver's paper work, if by chance it is separated
 - 3. Have in your possession the correct Bill of lading, consignee, destination and product for each load you pick up.
 - a. Because you are signing for each shipment, it is important that it is correct.
 - b. Make certain that the customer signs for your load when the unloading process is completed. We cannot show proof of delivery without a signature.
 - 4. If for any reason, you feel that you cannot perform the dispatches assigned to you, or you encounter some difficulty or delays, please, let us know. After hours phone numbers will be provided as well, In case of an emergency.
- 7. In addition to the specified duties and responsibilities, drivers are required to perform any other tasks assigned to them by management.

