



P.O. BOX 50335
ALBANY, GEORGIA 31703-0335
(229) 432-4950 • FAX (229) 434-1131

RT 1, BOX 95C
COMANCHE, TX 76442
(325) 356-1201 • FAX (325) 356-5151

JOB DESCRIPTION

COMMERCIAL MOTOR VEHICLE DRIVER

JOB SUMMARY

Safely and efficiently operates a commercial motor vehicle in compliance with Company policies as well as Federal and State regulations in order to deliver freight undamaged and on time.

JOB DUTIES

- Hook and unhook trailers from tractor, pushing, pulling and cranking lever to raise and lower landing gear on semi-trailers.
- Inspect truck and trailer for defects and safe operating conditions before each trip. Submit a written report on any defects or problems with the truck or trailer at the end of each trip, or earlier if necessary.
- Check shipping papers to determine the nature of the load and to check for the presence of hazardous materials.
- When hazardous materials are present:
 - Check for proper preparation of shipping papers.
 - Check for agreement between information on shipping papers and markings and labeling on freight.
 - Ascertain that vehicle is properly placarded.
- Drive truck to destination in accordance with Federal regulations, normally in periods of up to 11 hours of driving followed by an off-duty period of at least 10 consecutive hours.
- Apply knowledge of commercial driving skills in maneuvering vehicle at varying speeds in difficult situations, such as heavy traffic, inclement weather or in tight loading dock areas.
- Ensure that all shipping documentation (bills of lading, shipping orders, etc.) required to move with shipments is available for inspection and that appropriate paperwork accompanies shipment when delivered.

- Maintain records required for compliance with State and Federal regulations, including drivers' logs, records of fuel purchases, mileage records, and other records required by law.
- Perform all duties in accordance with Company policies and procedures, and comply with all Federal, State and local regulations for safe operation of a commercial motor vehicle.
- Report all accidents involving driver or Company equipment.
- Report highway safety hazards noted en route.
- Promptly report any delays due to breakdowns, weather or traffic conditions or other emergencies, which cause any irregularities to the pickup or delivery of cargo.

ACCOUNTABILITIES

- Safe and legal operations of a commercial motor vehicle.
- Safe and timely transportation of freight from origin to destination.
- Proper handling and accurate completion of all necessary paperwork to truck operations and freight movements.
- Professional representation of the company and the trucking industry through responsible driving.

(Continued on back)

ELIGIBILITY REQUIREMENTS

- Must possess a valid commercial driver's license.
- Must have 3 years previous tractor/trailer driving experience.
- Must be 25 years of age or older.
- Must have ability to read, write and perform simple mathematical calculations with mental ability to handle receipts, read maps, road signs, maintain logs, etc.
- Must have a working knowledge of vehicle safety and control systems.
- Must have knowledge of Department of Transportation regulations governing safe driving, hours of service, inspection and maintenance, and transportation of hazardous materials.

PHYSICAL REQUIREMENTS

- Must be able to sit and remain alert while driving for an aggregate period of up to 11 hours.
- Must be able to shift manual transmission and operate foot pedals.
- Must be able to perform squatting and crouching to handle and position freight.
- Must be able to enter and exit the vehicle's cab 8 to 10 times a day. Cab floor level is generally from 36 to 66 inches above ground level, with entry and exit achieved with the assistance of various configurations of steps and hand holds; also requires occasional bending, twisting, climbing, squatting, crouching and balancing.
- Must be able to reach above shoulder level, at waist level, and below waist level for maneuvering and directing the controls to operate the truck.
- Must be able to squat for extended periods of time to properly conduct pre trip and post trip inspections of trailers.
- Must be able to enter and exit a van trailer with the assistance of a 24" step.
- Must be able to maintain compliance with all federal physical requirements for operation for commercial motor vehicles.
- Must be able to maneuver the tarp handle to cover loads that require.
- Must be able to physically release the 5th wheel pin, which requires a pulling force of 50 lbs.
- Must be physically capable of squatting and bending under trailers to release the pin to unlock the sliding tandems. This requires a pulling and lifting force of 50 lbs to complete.

WORK ENVIRONMENT

- Drivers may spend 15% to 30% of time out-of-doors, exposed to potentially difficult environmental conditions.
- Drivers typically spend 75% to 80% of on-duty time in the truck. While driving, operators are exposed to noise and vibration levels, which may be higher than those typically experienced in passenger cars.

QUALIFICATION

- Statement included in this job description do not necessarily represent an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other of different tasks be performed as circumstances change.

ACKNOWLEDGMENT

I have read and understand the above job description and requirements. I certify that I am willing and physically able to perform the job.

(Print Name)

(Date)

(Signature)