



JOB DESCRIPTION

COMMERCIAL MOTOR VEHICLE DRIVER

SUMMARY:

Safely and efficiently, operate a commercial motor vehicle in compliance with Early Trucking Co. policies as well as Federal and State regulations. Deliver all freight undamaged and on time.

ELIGIBILITY REQUIREMENTS:

1. Must have a valid commercial driver's license.
2. Must have three years previous tractor/trailer experience
3. Must be 25 years old
4. Must have a working knowledge of vehicle safety and control systems.
5. Must have the ability to read, write and perform simple math calculations.
Also must have mental ability to handle receipts, read maps, road signs and maintain logs.
6. Must have knowledge of Department of Transportation regulations.

JOB DUTIES

1. Perform occasional lifting, pulling, pushing and carrying freight.
2. Hook and unhook trailers from tractor, pushing, pulling and cranking lever to raise and lower landing gear on semi-trailers.

3. Load and unload trailer, either individually or with assistance of dock workers or lumber service, with or without mechanical handling equipment.
4. Inspect truck and trailer for defects and safe operating condition before each trip. Submit a written report on any defects or problems with the truck or trailer at the end of each trip.
5. Check shipping papers to determine the nature of the load.
6. 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.
7. Apply knowledge of commercial driving skills in maneuvering vehicle at varying speeds in difficult situations, such as heavy traffic, bad weather or in tight loading docks.
8. Ensure that all shipping documents required to move with the load is available for inspection and that the correct paperwork accompanies shipment when delivered.
9. Report any delays due to breakdowns, weather or traffic conditions or other emergencies, which may cause delays to the pickup or delivery of cargo.
10. Maintain records required for compliance with State and Federal regulations, including drivers' logs, record of fuel purchases, mileage records and other records required by law.
11. 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.
12. Report all accidents involving driver or company equipment.

PHYSICAL REQUIREMENTS

1. Must be able to sit and remain alert while driving for a period of up to 11 hours.
2. Must be able to shift manual transmission and operate foot pedals.
3. Must be able to perform occasional squatting and crouching to handle and position freight.
4. Must be able to enter and exit the vehicles 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 steps and handholds: also requires occasional bending, twisting, climbing, squatting, crouching and balancing.

5. Must be able to occasionally reach above shoulder level, at waist level, and below waist level for maneuvering and directing the controls to operate the truck.
6. Must be able to spend at 15% of the day standing and 10% of the day walking on surfaces such as concrete, wood and metal, and sometimes on slippery and wet surfaces.
7. Must be able to hook/unhook various commercial vehicle combinations, manually raise and lower hood, manually lower and raise landing gear, operate the fifth wheel release lever, attach and release safety chains, open and close cargo doors, climb in and out of vehicles, fuel vehicles and check engine oil and coolant levels.
8. Must be able to load, unload and carry freight up to 60 pounds.

WORK ENVIRONMENT

1. Drivers spend about 75-80% of on-duty time in the truck. Operators are exposed to noise and vibration levels which may be higher than those experienced in passenger cars.
2. Drivers may spend 15-30% of the day out doors, exposed to potentially difficult environment conditions

This job description does not include all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job.

Management reserves the right to revise the job or to require that other tasks be performed as circumstances change.

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

Printed Name

Signature

Date