

Delivery Driver

George T. Sanders Company

SUMMARY

All company drivers are expected to practice defensive driving, maintain courtesy and adhere to the rules of the road. Drivers are a very important part of company operations. Often they are the only contact a customer has with our company, and their actions, or in their actions, can affect the profit and productivity of the company.

PRIMARY RESPONSIBILITIES

- Maintain a current Colorado Drivers License.
- Immediately inform the Branch Manager of any; loss or suspension of license; accident or injury.
- Operate vehicle in a safe and courteous manner.
- Assist consignee in the unloading and placement of material at job site.
- Deliver and drop off materials to customers and getting proper signatures on invoices, unless permission for the delivery is approved by customer or Branch Manager and noted on invoice.
- Pull orders for delivery and be responsible for accuracy and the securing of load.
- Check vehicle for safety, fuel and fluid levels before operating.
- Reporting of malfunction or safety hazard, to Branch Manager.
- Insure that registration, insurance, accident forms, and GTM information, is in glove compartment of all vehicles.
- Maintain emergency flares and fire extinguisher in vehicle and ready for use.
- Maintain invoice delivery log with warehouseman.
- Maintain clean vehicle, when conditions warrant.
- Maintain a RGM book on vehicle, and inform Branch Manager of materials returned and reason therefore.
- Contact Branch Manager for instructions, if customer hostility is encountered.

ADDITIONAL RESPONSIBILITIES

- Perform related duties in warehouse and shop, as directed by the Branch Manager.
- General House Keeping.

KNOWLEDGE PHYSICAL AND SKILL REQUIREMENTS

- The U.S. Department of Transportation establishes minimum qualifications for truck drivers engaged in interstate commerce. Federal Motor Carrier Safety Regulations require drivers to be at least 21 years old and to pass a physical examination once every 2 years.
- The main physical requirements include good hearing, at least 20/40 vision with glasses or corrective lenses, and a 70-degree field of vision in each eye.
- Drivers can not be colorblind.
- Drivers must be able to hear a forced whisper in one ear at not less than 5 feet, with a hearing aide if needed.
- Drivers must have normal use of arms and legs and normal blood pressure.
- Drivers can not use any controlled substances, unless prescribed by a licensed physician.
- Persons with epilepsy or diabetes controlled by insulin are not permitted to be interstate or intrastate truck drivers.
- Federal regulations also require employers to test their drivers for alcohol and drug use as a

- condition of employment, and require periodic random tests of the drivers while they are on duty.
- In addition, a driver must not have been convicted of a felony involving the use of a motor vehicle; a crime using drugs; driving under the influence of drugs or alcohol; or hit-and-run driving that resulted in injury or death.

All drivers must be able to read and speak English well enough to read road signs, prepare reports, and communicate with law enforcement officers and the public.

- Also, drivers must take a written examination on the Motor Carrier Safety Regulations of the U.S. Department of Transportation.
- Many private trucking operations have higher standards than those previously described.

WORKING CONDITIONS

- Truck drivers must cope with a variety of working conditions including variable weather and traffic conditions, boredom, and fatigue.
- The various working condition include but are not limited to job sites, residential construction sites, commercial construction sites, and warehouse work.
- Working conditions are normal for a warehouse environment.
- Work involves frequent lifting of materials and product up to 50 pounds.
- Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, work boots, hardhats and gloves.
- Loose fitting clothes and jewelry are not permitted.
- Need to be able to withstand hot and cold environments.
- The time spent driving vs. doing warehouse work is about 70/30.