



JOB DESCRIPTION FORM

Job Title: Over the Road Truck Driver

FLSA Status: Exempt

Supervisor: Operations Coordinators or Vice President of Transportation Operations

Position Summary: Drive a commercial vehicle to pick up and deliver freight to Longistics customers in a safe, professional, secure manner. All over the road positions are team driving positions only.

Essential Functions: TBD

Required Education: High School diploma or GED and Class A commercial driver's license obtained after attending a truck driving school.

Required Skills/Training: Possession of training to obtain and hold a CDL – A Driver's License in good standing with state and federal regulatory authorities. Must be able to read, write, speak and understand English well enough to communicate with Dispatch and law enforcement.

Required Experience: Must have at least one year of verifiable OTR driving experience. Must have knowledge of and comply with all FMCSA rules and regulations governing safe driving, hours of service, inspection and maintenance of equipment. Must be able to operate any type and configuration of equipment assigned, including various types and combinations of owned, leased or rented, single or tandem axle tractor trailers.

- Perform all duties in accordance with company policies and procedures and comply with all federal regulations for the safe operation of a CMV.
- Conduct a thorough pre-trip and post-trip inspection as described by the FMCSA.
- Drop, hook, spot, switch and otherwise interchange equipment, including the hooking and unhooking of trailers from tractor. Includes raising and lowering the landing gear on the trailers.
- Ensure that all required shipping documentation is accurate with regard to seal number, shipper, and receiver. Checks that seal is secure anytime truck stops.
- Communicates with Operations personnel in a timely manner regarding to freight questions, movement, problems with equipment, cargo, delays, stops, etc. Communication can be through OmniTracs or by phone.
- Report any accidents or incidents involving driver or equipment to Operations and to law enforcement. Report any moving violations received in CMV or personal vehicle immediately.
- Properly maintains driver hours of service on OmniTracs or paper log if e-log unit is not available.
- Installs and removes tire chains when required and fuels tractor and reefer prior to reaching shipper or consignee's locations.
- Performs work required in a timely manner and maintains adequate production in order to meet service schedules.
- Communicates in a professional manner with persons whom the driver is in contact with as a company representative.
- Verify shipping documentation against the load information provided by dispatch. Use macros to notify dispatch of movement of cargo and follow all security procedures to ensure safe delivery of freight.
- Washes out trailers as needed to keep trailer in clean condition.

Physical Requirements: Must be able to pass a DOT physical. Occasionally be able to push and pull trailer doors weighing approximately 40lbs and carry chains weighing 50lbs or more up to 50 feet. Must be able to climb into and out of tractor several times per day using 3 points of contact. Must be able to use hands and arms to steer and to finger controls and adjust controls as needed inside and outside of tractor. Must be able to sit for long periods as well as walk for short periods, navigate stairs to loading docks, and hear, see, and speak sufficiently to convey information to customers and DOT officials. Must have enough leg and foot control to climb into tractor, operate foot controls and safely navigate vehicle through traffic and weather. Must be able to bend, stoop, crawl and squat in order to perform a full inspection of the underside of the trailer and inspect tires for adequate inflation and potential damage. Must be able to work outside for short periods of time in all types of weather. Must be able to sleep inside of moving tractor and work in close proximity to another person for extended periods of time. Must be able to read, write, and follow directions provided by dispatch and the customer. Must be able to see and hear proficiently to operate a commercial motor vehicle in a safe manner. Must be able to work and sleep in a moderately noisy environment.

Other: Support the Statement of Principles, quality policy and quality objectives.

HR Approval: Marian Brewer VPHR 8/1/17