

**Over the Road Truck Driver  
Job Description  
Longistics Transportation**

**Title: Over the Road Truck Driver**  
**Department: Transportations Operations**  
**Supervisor: Director of Trucking Operations**  
**Locations: Olive Branch, MS and Raleigh, NC**  
**FLSA Status: Exempt**  
**Approved by: Randall Bain**  
**Date Approved: July 2012**

**Overview:** The primary function of the Over the Road Driver is to operate various tractor-trailer combinations for extended periods of time, over long distances between company/customer facilities, terminals, yards or work sites in order to pick up, transport and deliver freight in a safe, timely and efficient manner. As part of this function, Over the Road drivers drop, hook, spot or otherwise interchange equipment for loading or unloading at various locations under varied conditions. Over the Road Drivers are subject to the Hours of Service Regulations of the United States Department of Transportation.

**Essential Functions:**

- 1. Performs all duties in accordance with Longistics policies and procedures, and complies with all federal, state, and local regulations for the secure and safe operation of a commercial motor vehicle (CMV). Accepts assigned loads through a system of "First-in, First-out". An offered load cannot be refused.**
- 2. Understands and carries out all security procedures to include not stopping within the first 200 miles of departing any pick-up location and not ever leaving a load unattended. Understands and carries out instructions given orally and in writing, including those on manifests, bills of lading and other shipping documents to determine the location and time of delivery.**
- 3. Conducts a thorough pre-trip inspection of the equipment assigned as prescribed by the Federal Motor Carrier Safety Administration (FMCSA) and the company. Inspect tractor and trailer for defects during and after trips and submit a written report on the condition of the tractor and trailer at the end of each trip.**
- 4. Safely operates tractor trailer equipment in different configurations as assigned, with varying weights as allowed by law, under all types of climatic conditions, terrain, road conditions and traffic situations, in urban and rural settings, for extended periods of time, over long distances, either direct or by way of other intermediate points in accordance with all federal, state and local laws and regulations as well as Longistics policy.**
- 5. Drop, hook, spot, switch and otherwise interchange equipment, including the hooking and unhooking trailers from the tractor itself and the pushing, pulling, placing, lifting and attaching or detaching of various types of converter gear when necessary. Also includes the raising and lowering of the landing gear on semi-**

trailers and/or the front support on converter dollies when the dollies are so equipped.

6. Ensures that all required shipping documentation accompanies all deliveries.
7. When requested, though rarely, and only after given permission by Dispatch, may load and/or unload in a safe and proficient manner and checks cargo at customer terminals or facilities, assisted or unassisted, using various mechanical aids and freight handling equipment. Properly secures or re-secures the cargo as required.
8. Frequently communicates with Dispatch/Operations, in person or by way of Qual Comm, or phone, in order to advise of stops, movements, problems with equipment, cargo, delays, etc.
9. Reports all accidents or incidents involving driver of company equipment. Be able to provide initial contact with public safety or law enforcement officials and the general public when involved in traffic accidents or hazardous material incidents. Report any moving violations received in both CMV or personal vehicle.
10. Properly maintains a driver's log electronically in accordance with FMCSA and Longistics requirements. Remains knowledgeable of own hours of service at all times and reports discrepancies or potential violations to Longistics Operations immediately. Properly and efficiently complete all necessary paperwork including inspection reports, manifests, bills of ladings, trip pay reports, trip fuel and mileage reports, accident reports and any other report or record required by law, regulation or Longistics policy.
11. Verifies all shipping documentation against the load information provided by dispatch. Note in writing any overages, shortages or damage and seal intact when arriving at delivery.
12. Performs roadside inspections as required by the law, various administrative agency regulations and Longistics policy.
13. Installs and removes tire chains and other equipment as needed.
14. Works in adverse weather conditions without temperature or other environmental controls and subject to ambient weather conditions.
15. Comprehends and complies with required emergency responses to hazardous material spills or incidents as requird by the situation.
16. Performs work required in a timely manner and maintains adequate production in order to meet service schedules.
17. Report highway safety hazards observed.
18. Communicates in a professional manner with persons whom the driver is in contact with as a company representative.
19. Sweeps and/or washes out trailers, as needed. Always keep tractor in clean condition.

### **Minimum Qualifications**

1. Must be at least 25 years of age and possess a valid Commercial Driver's License (CDL).
2. Must have knowledge of and comply with all FMCSA rules and regulations governing safe driving, hours of service, inspection and maintenance of equipment.

- 3. 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 tractors or straight trucks of either conventional or cab over design or yard tractors by various manufacturers and as equipped.**
- 4. Must be able to read, write, communicate and comprehend the English language sufficiently to perform various tasks of the job including, but not limited to; communicating with co-workers or the general public; understanding oral and written instructions, highway traffic signs and signals, company manuals, policies and governmental regulations; responding to questions and inquiries from management and government representatives and accurately completing various shipping papers, reports and records required of the position.**
- 5. Must be able to accurately and efficiently perform the mathematical calculations necessary to do the work including; determination of hours of service, computation of time and mileage. Must be able to operate QualComm communication system and electronic logs.**
- 6. Must possess good judgment to perform the essential functions of the job, including operating a CMV in a safe and lawful manner; handling the customer's freight safely, securely and efficiently and communicate professionally with those persons with whom the employee will be in contact as a company representative.**
- 7. Must not have a criminal record of a felony conviction or misdemeanor drug or violence spawned conviction. Must have a satisfactory employment history. Must maintain a good CSA (Comprehensive Safety Analysis) score.**
- 8. Must demonstrate the ability to maintain good attendance.**
- 9. Must be able to drive and/or work the maximum number of hours allowed under FMCSA's Hours of Service Regulations.**
- 10. Must be available to report to work with two hours notice at any time, twenty four hours a day, seven days a week, to work irregular hours in stressful situations and to report on time as scheduled.**
- 11. Must be physically qualified to drive a commercial motor vehicle as demonstrated by a current medical examiner's certificate.**
- 12. Must not use any drugs or substances that would interfere with the ability to drive safely. Able to pass any company administered drug/alcohol test.**
- 13. Must pass a driving test on company equipment in order to demonstrate driving skills and ability.**
- 14. Must be capable of working independently without constant supervision.**
- 15. Must meet all the qualification requirements of and is not disqualified under, the US Department of Transportation Federal Motor Carrier Safety Regulations, Parts 383 and 391.**
- 16. Must have a minimum of two years recent driving experience as an over-the-road driver, operating similar equipment over similar terrains and road conditions for long distances in various traffic and weather conditions, and preferably has graduated from a Company acknowledged training program.**
- 17. Must have a record of safe and competent driving (personal and commercial) as demonstrated on state Motor Vehicle Records.**

- 18. Must be able to work well in close proximity to other drivers for extended periods of time in a sleeper cab. Must be able to sleep restfully in sleeper berth while co-driver is driving vehicle.**
- 19. Must be able to enter and exit various types of equipment safely and efficiently and where necessary, enter and exit a sleeper berth while the equipment is in motion.**
- 20. Must be able to open and close swing type and roll up type trailer doors as needed in the pickup and delivery of freight.**
- 21. Must be able to work on unforgiving surfaces such as concrete, wood and metal and sometimes on slippery and wet surfaces as may be necessary in loading, handling, securing unloading and delivering freight.**
- 22. Must understand and be able to implement safe efficient freight handling and lifting procedures.**
- 23. Must be able to perform the work required in a timely manner and maintain adequate production in order to meet service schedules.**

7/18/2012