

## **JOB TITLE**

# **TRACTOR DRIVER**

COMPANY: **ARROWHEAD TRANSFER, INC.**

NORMAL SHIFT: **MONDAY -- FRIDAY 8:00AM -- 5:00PM**

REPORTS TO: **DISPATCHER**

Exempt from Overtime: **NO**

## **SUMMARY**

Transports and delivers freight by driving diesel powered tractor-trailer combinations to customers' facilities.

## **ESSENTIAL FUNCTIONS**

May include any or all of the following.

**Other duties may be assigned.**

### **Job Duties:**

- Performs all duties in accordance with company policies and procedures, and complies with all Federal, State and local regulations for the safe operation of a commercial motor vehicle.
- Applies knowledge of commercial driving and skills in maneuvering a vehicle at varying speeds in difficult situations, such as heavy traffic, inclement weather or in tight loading dock areas.
- Lashes and unlashes loads for safe transport.
- Loads and unloads the various barges including operation of the bulls to move containers, ramps, flats, etc..
- Reports all accidents (vehicular and/or cargo) involving driver or company equipment.
- When hazardous materials are present, checks:
  - a. Proper preparation of shipping papers.

- b. For agreement between information on shipping papers and markings and labeling on freight.
  - c. To make sure the vehicle is properly placarded and cargo is segregated as required.
- Loads and unloads containers and flats onto and off of chassis
  - Inspects truck for defects to ensure safe operating condition before, during and after trips and submit a written report on the condition of the truck at the end of the day.
  - Promptly reports any delays due to breakdowns, weather or traffic conditions or other emergencies, or in the event of irregularities relating to the pickup or delivery of cargo.
  - Checks shipping papers to determine the nature of the load and for the presence of hazardous materials.
  - Ensures that all shipping documentation (e.g., manifest, security seal sheets, Bills of Lading, shipping orders, freight bills, etc.) required to move shipments are available for inspection and that the appropriate paperwork accompanies the shipments when delivered.
  - Moves heavy, or oversized equipment i.e. (backhoe, dozer, etc.).
  - Reports highway safety hazards noted en route.
  - Installs and removes chains as required by weather conditions
  - Hooks and unhooks trailers from the tractor itself or from converter dollies
  - Performs regular minor equipment maintenance to keep a relatively clean, presentable vehicle.
  - Maintains records required for compliance with State and Federal regulations including drivers' logs, vehicle inspections and other records as required by the law.

### **ACCOUNTABILITIES**

- Safe and legal operation of a commercial motor vehicle.
- Safe and timely transportation of freight from origin to destination.
- Proper loading and unloading of freight to assure safety and minimal risk of damage to cargo and danger to persons.

- Proper handling and accurate completion of all necessary paperwork related to truck operations and freight movements.
- Develops and maintains a professional and effective relationship between the company and the customer.
- Presents a professional representation of the company and the trucking industry through responsible driving, appearance, and attitude.

## **JOB SPECIFICATIONS**

### **Qualification Requirements:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language skills:**

- Must have the ability to read and write with general mental ability to handle receipts, read maps, road signs, maintain logs, etc.
- Must have good oral and interpersonal communication skills.
- Must be able to follow instructions and take directions via two-way radio, by telephone, or in person.

### **Mathematical Skills:**

- Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Reasoning Ability:**

- Must be able to carry out detailed, but uninvolved written or oral instructions, and deal with standardized, or complex situations.

### **Certificates, Licenses, Registrations:**

- Must have knowledge of DOT regulations governing safe driving, hours of service, inspection, maintenance, and transportation of hazardous materials.
- Must possess a valid class A Commercial Driver's License with proper endorsements.
- Must have an acceptable Motor Vehicle Driving Record.

May require any or all of the following:

- Medical First Aid/CPR Certificate
- Hazardous Materials Handling Certificate
- Hazardous Waste Handling Certificate
- Forklift Training Certificate

### **Testing Requirements:**

- Must satisfactorily pass a drug test.
- Must satisfactorily pass an alcohol test (if applicable).
- Must meet or exceed the medical standards of the US Department of Transportation.

### **Physical Requirements:**

- Must be able to sit and remain alert while driving for an aggregate period of up to the maximum hours allowed by DOT regulations during peak periods, and be able to shift a manual transmission and/or automatic transmission and operate foot pedals.
- Must be able to enter and exit the vehicle's cab 20 to 40 times a day. The cab floor level is generally 36 to 66 inches above ground level, with entry and exit achieved with the assistance of various configurations of steps and handholds; also requires frequent bending, twisting, climbing, squatting, crouching and balancing.
- Must be able to perform frequent pushing or pulling of freight weighing up to 2,000 pounds on a dolly or cart as well as occasional pushing or pulling of freight weighing more than 600 pounds, with or without a mechanical aid.
- Must regularly lift, carry, and/or move freight weighing up to 50 pounds up to 100 feet. The employee must occasionally lift, carry, and/or move freight weighing up to 100 pounds up to 100 feet and frequently reach for freight at, or below waist level and frequently reach for freight above shoulder height.

- Must be able to occasionally load and unload full truck loads of freight weighing as much as 30,000 pounds. This could involve moving containers to and from floor level to carts, stacks, conveyors, platforms over four feet high, balancing 200 to 600 pound drums on their rims and rolling them into positions, stowing cartons, or other merchandise overhead that weigh as much as 75 pounds each.
- Must be able to spend at least 25% of the day standing and 50% of the day walking on surfaces such as concrete, wood, metal, and sometimes on wet, slippery surfaces.
- Must be able to hook/unhook various commercial vehicle combinations, manually lower and raise landing gear, operate the fifth wheel release lever, lock and release pintle-hooks, attach and release safety chains, open and close cargo doors, climb into and out of vehicles, fuel vehicles and check engine oil and coolant levels.

**Work Environment:**

- The work environment characteristics described here are representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Drivers may spend 25% to 75% of their time out-of-doors, exposed to potentially difficult environmental conditions.
- Drivers may be subject to irregular work schedules, temperature and weather extremes, tight delivery schedules, delays en route and other stresses and fatigue related to driving a large commercial motor vehicle on crowded streets and highways in all kinds of weather including icy conditions.

**COMMENTS:**

This is a Safety Sensitive Position

**POST CONDITIONAL OFFER -- DRUG TESTING MANDATORY**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**I hereby certify that I have read and received a copy of this job description:**

Received by \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRIBUTION:**

- One to applicant,
- One to applicant's file -- Local Office
- One to applicant's file -- Headquarters