

JOB DESCRIPTION



Job Title: Transport Driver
Department: Operations
Reports To: Transportation Manager

FLSA Status: Non-Exempt
Work Schedule: 40+ hours as needed
Revision Date: January 25, 2018

Summary

The Transport Driver is responsible for delivering and picking up petroleum products at company-owned sites and customer locations. Drivers are responsible for the proper and efficient completion of assigned duties and operation of his or her vehicle within company policy and Department of Transportation regulations.

Duties and Responsibilities

- Safe and legal operation of a commercial motor vehicle
- Safe and timely transportation of freight to and from destination
- Operate controls for loading/unloading product at a variety of sites
- Climb ladders to open/close dome lid (must be open for loading/unloading)
- Inspect truck for defects and safe operating conditions
- Complete pre and post trip vehicle inspection reports per DOT regulations
- Complete written reports per manager's request in accordance with company policy
- Verify Bills of Lading to determine nature of load and check for accuracy
- Submit written report on truck condition after each trip in accordance with policy and DOT regulations
- Apply knowledge of commercial driving skills in difficult situations, weather, and tight-loading areas
- Report all incidents and accidents involving driver or company equipment
- Report delays due to breakdowns, weather, or emergencies
- Maneuver hoses in, around, and through all types of equipment as needed
- Other duties as assigned

Supervisory Responsibilities

This position has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer/Client Focus
- Communication Proficiency
- Professionalism
- Safety Oriented
- Reliable
- Technical Capacity
- Teamwork
- Initiative
- Time Management
- Cleanliness
- Adaptable
- Attention to detail

Qualifications

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- 6 (six) months to 2 (two) years' experience driving
- Class A CDL with Tanker and Tank/HAZMAT endorsements
- An equivalent combination of education and experience sufficient to successfully perform the essential job duties and responsibilities.

Computer Skills

- Basic knowledge of computer programs including Internet, Qualcomm electronic logs, and GPS navigation.

Travel

- Travel is regional and over the road for this position with some overnight travel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those 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. The noise level in the work environment is usually moderate. This position is performed in outside weather conditions including extreme heat and cold.