



Position Summary

While working as a Box Truck Driver, you will be tasked with fulfilling duties and performing tasks related to freight hauling, pickup, and deliveries. Loading and unloading vehicles freight and pallets and maintaining delivery schedules timely. Ensure compliance with logging work/rest and miles or times and retain receipts for all BOL and company-related expenses, including fuel receipts. This position requires that you comply with all federal DOT rules, state laws, and delivery safety standards.

Essential Duties and Responsibilities

Duties include, but are not limited to:

- Ability to operate automatic 26ft box truck
- Manage freight hauling pickup and deliveries Over the Road (OTR), Regional, or Local. OTR maybe 7-10 days away from home (will be flexible)
- Ability to plan routes and meet delivery deadlines
- Maintains logbooks per DOT regulations (Electronic or manual)
- Ability to read and use electronic equipment and software (ex., GPS, ELD, BOL upload, etc..)
- Document and log work/rest periods and miles spent driving and retain fuel/toll receipts
- Follow established traffic procedures and obey and comply with all DOT, state, and federal traffic laws and truck driving rules and regulations (size, weight, route designations, parking, and break periods) as well as with company policies and procedures
- Demonstrates excellent customer relations, communication, and time management skills
- Ensures all paperwork is signed and properly processed, as required
- Ability to operate liftgate and pallet jack; involves lifting of heavy loads on and off the truck
- Adaptability and foresight to handle unexpected situations (traffic, weather conditions, etc.)
- Overnight stays may be required based on DOT regulations or peak times
- Properly uses and maintains company property; ensures the vehicle is safe and clean to operate and is compliant with all DOT and state laws and inspects general conditions daily
- Inspect vehicles for mechanical items and preventative maintenance
- Maintains professionalism and provides excellent customer service when interacting with vendors
- Meets appropriate productivity/quality standards relative to assigned job responsibility as outlined by the manager.
- Achieves expected productivity levels associated with assigned workload and level of experience
- Performs other duties as assigned

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Qualifications:

Education and Experience:

- High School Diploma or general education degree (GED)
- Minimum 1-year verifiable driving experience
- Prior experience or training as a box truck driver is preferred

Certifications/Other Requirements:

- Clean driving records
- Must have a valid driver's license in resident state with at least 3-years driving record and no recent moving or driving violations
- Must have a valid DOT Medical Examiner's card
- Ability to pass a drug screen & background check
- Know safety rules and methods of loading and unloading heavy equipment.
- Must have the ability to stand and move heavy equipment daily
- Ability to drive long hours and travel regularly
- Ability to perform duties under any and all-weather conditions
- Must maintain a valid driver's license per company policy.
- 1099 / random drug testing as necessary

I acknowledge that I have read and understand the above job description and can perform all the stated requirements.

Driver's Name: _____

Driver Signature: _____ **Date:** _____