



Truck Driver Job Description

PURPOSE OF THE POSITION

The Truck Driver is responsible to deliver and pick up our products in a timely, safe, and professional manner.

SCOPE

He/she is responsible for operating single-axel and tractor trailer trucks in a safe and appropriate manner. He/she must conduct all activities according to the collection schedule and all relevant policies and procedures.

The Truck Driver must also deal with clients and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The Truck Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

The collection, transportation, and delivery of various products supplied by our clients. Failure to be courteous and respectful will lead to problems and complaints about Fastrak Express services. Failure to safely operate trucks and equipment may lead to injury and loss of life to driver or client.

RESPONSIBILITIES

1. Operate trucks in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life

Main Activities

- Operate all equipment in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks – Pre and Post trip inspection
- Clean trucks as scheduled and/or required
- Ensure trucks and equipment are safely and securely stored
- Advise the service supervisor of any requirements for maintenance or repairs

2. Pick up, transport, and deliver products as per scheduled.

Main Activities

- Maintain daily records of deliveries

3. Operation of truck mounted grapple and front end loaders as determined by management to load and unload trucks.

Main Activities

- Climb access ladder on trailer and front end loader
- Operate grapples and front end loader controls – 2 hands and 2 feet

4. Install and remove tarps including mesh, side roll and sweeper tarps.

Main Activities

- Rolling and unrolling tarp
- Lifting and securing of tarp
- Operate manual crank for side tarp

5. Clean the trailer beds you are operating

Main Activities

- Sweeping
- Shoveling
- Washing out

KNOWLEDGE, SKILLS AND ABILITIES

The Truck Driver is required to have, as a minimum, a clean Class A or B driver's license with air brakes and two years driving experience.

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ Knowledge of FMCA regulations
- ✓ Knowledge of truck and equipment safety
- ✓ Knowledge of truck and equipment operation
- ✓ Knowledge of tarp handling
- ✓ Knowledge of our policies and procedures
- ✓ Knowledge of record keeping system
- ✓ Knowledge of equipment cleaning standards and procedures

Skills

The incumbent must demonstrate the following skills:

- ✓ Ability to operate single axel and tractor trailer trucks in a safe and responsible manner
- ✓ Ability to operate required equipment in a safe and responsible manner
- ✓ Analytical and problem solving skills
- ✓ Ability to backing up equipment in tight spots
- ✓ Decision making skills
- ✓ Effective verbal and listening communications skills
- ✓ Ability to communicate effectively in English
- ✓ Ability to read and write to record pickups and maintain daily records
- ✓ Stress management skills
- ✓ Time management skills

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

The Truck Driver must act in a manner that is appropriate to a Fastrak employee.

WORKING CONDITIONS

Physical Demands

The Truck Driver has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment. The driver will have to work in all weather conditions.

- Do manual installation of tarps
- Must be able to climb ladders on trucks and trailers
- Must be able to climb up into the trailers
- Must be able to crank or unroll tarps

Environmental Conditions/Sensory Demands

The Truck Driver must work outside in all different weather conditions including extreme cold and extreme heat. The Truck Driver is exposed to animal manure and unpleasant smells. He/she may at times be exposed to dangerous materials and must take necessary precautions to protect eyes, nose and skin from irritation and infection. Driver is expected to wear personal protective equipment at all times per Fastrak policies.

CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature Printed Name Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor Signature Printed Name Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Officer Signature Printed Name Date

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.