JOB DESCRIPTION

| **Title** | TRUCK DRIVER |
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| **Reports To** | [Insert Title] |

**Job Purpose**

The Truck Driver at [organization name] is responsible for transporting goods across Canada and the United States in a safe and efficient manner. This role involves not only driving but also some manual lifting for tarping or untarping loads. The Truck Driver directly reports to the Dispatcher and Shop Manager for all work-related matters.

With a strong focus on safety and compliance, the Truck Driver ensures timely deliveries while adhering to all regulations and company policies. The role combines driving skills, time management, and customer service to meet the company's transportation objectives.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Operate large commercial vehicles to transport cargo over long distances.
* Complete daily visual inspections of the vehicles prior to driving.
  + Retain records of the pre-trip inspections.
  + Report any problems to management immediately.
* Obey all traffic laws, highway regulations, speed limits, company policies, and all other applicable truck-driving rules and regulations.
* Maintain accurate daily logs of written records of driving hours, rest periods, etc.
* Monitor and comply with hours-of-service regulations for driving and rest periods.
* Document trips accurately, including mileage reports, fuel consumption, and expenses.
* Plan efficient routes using navigation systems and maps to ensure timely deliveries.
* Communicate with dispatchers, customers, management, and warehouse personnel for updates.
* Prioritize safety at all times when navigating traffic, driving on highways, and in various weather and road conditions.
* Comply with all customs and weigh station requirements.
* Load and unload cargo safely and in accordance with company procedures.
* Ensure that merchandise is not damaged in transit; resecuring loads as required.
* Demonstrate excellent customer service when delivering cargo.
* Update head office on any delays to the anticipated delivery date or time.
* Arrive to work fit for duty and prepared for the physical and mental demands of long-haul driving.
* Perform other related duties as assigned.

**Key Qualifications**

* A minimum of X years of experience driving a truck is preferred.
* Minimum age of X years old.
* Must have a valid driver's/commercial driver's license for the vehicle class.
* High school diploma or general education degree required.
* Bilingual capabilities are an asset.
* Must be able to enter the United States.
* Proficiency in operating and parking large vehicles
* Familiarity with local streets, neighborhoods, and routing systems within Canada and the USA.
* Proficiency with GPS systems and other navigation tools.
* A clean driving record with minimal or no serious traffic violations.
* Strong safety focus.
* Completion of safe or defensive driving courses is preferred.
* Knowledge of supply chain logistics is an asset.

**Core Competencies**

* Excellent organizational and time management skills.
* Strong communication skills and the ability to collaborate with a team.
* High level of integrity, dependability, and a strong sense of urgency.
* Strong commitment to safety and delivering high-quality service.
* Strong defensive driving skills and safety awareness.
* Ability to problem-solve and the ability to work independently.
* Flexibility to handle unexpected challenges such as adverse weather conditions, traffic disruptions, and changes in delivery schedules.
* Ability to perform vehicle maintenance and maintain cleanliness.

**Working Conditions**

* The standard work week for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* Work schedules may include irregular hours, weekends, and holidays.
* The role may require lifting (XX) pounds.
* Exposure to varying weather conditions.
* The role includes frequent starts, stops, and periods of vehicle operation.