JOB DESCRIPTION

| **Title** | HIGHWAY (TRUCK) DRIVER |
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| **Reports To** | [INSERT TITLE] |

**Job Purpose**

The highway truck driver is responsible for transporting goods over long distances using commercial trucks. The incumbent is also responsible for ensuring the correct loading and unloading of the truck and compliance with all requirements for checkpoints and logbooks.

This role requires excellent driving skills, a strong focus on safety, and the ability to navigate routes efficiently. The highway truck driver's role combines driving expertise, time management, and customer service to ensure safe, timely deliveries while upholding professional standards.

**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.
* Load and unload cargo safely and in accordance with company procedures.
* 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.
* Other related duties as assigned.

**Key Qualifications**

* High School Diploma or equivalent general education degree.
* Possess a valid driver's licence/commercial drivers licence specific to the class of vehicle being operated.
* Previous experience of (XX) years as a highway truck driver.
* Proficiency in operating and parking large vehicles.
* Familiarity with local streets, neighbourhoods, and routing systems.
* 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 preferred.
* Knowledge of supply chain logistics is an asset.

**Core Competencies**

* Excellent organisational 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 is physically demanding and may require lifting (XX) pounds.
* Exposure to varying weather conditions.
* The role includes frequent starts, stops, and periods of vehicle operation.