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<b>POSITION:</b> Delivery Driver	<b>HOURS:</b> Monday-Friday, 4-5 Days a Week 10-12 Hours a Day
<b>DEPARTMENT:</b> Transportation	<b>WAGE:</b> \$14.00-\$16.00 Plus Incentive
<b>LOCATION:</b> Omaha, NE	<b>TO APPY:</b> E-mail Resume to <a href="mailto:hr@hawkeyefoodservice.com">hr@hawkeyefoodservice.com</a>
<b>EOE</b>	Employment is contingent upon passing background check, drug screen, DOT physical and physical capacity test.

**Job Summary-** To transport and deliver products by driving a tractor-trailer short distances and or long distance. Coordinates or works with customers, sales representatives and other Hawkeye personnel. This position reports to the Transportation Supervisor.

**Department:** Transportation  
**FLSA Status:** Non-Exempt

### Duties and Responsibilities

- Hook and unhook trailers from tractors or from converter dolly, including pushing and or pulling dollies into place and cranking handle to raise and lower landing gear on semi trailers or front support on converter dollies.
- Perform frequent lifting, pulling pushing and carrying of products of varying weights.
- Secure all shipments by use of blocking, strapping or use of load bars as required.
- Inspect equipment for defects and safe operating condition before, during and after trips and submit a written report on the condition of the truck at the end of each trip.
- Maintain records required for compliance with state and federal regulations including driver's logs, record of fuel purchases, mileage records and other records required by law.
- Perform all duties in accordance with company policies and procedures and comply with all federal, state and local regulations for safe operations of a commercial motor vehicle.
- Report all accidents involving driver or company equipment to the transportation supervisor.

- Apply knowledge of commercial driving and skills in maneuvering vehicle at varying speed in difficult situations, such as heavy traffic, inclement weather, backing or in tight loading dock areas.
- Ensure that all shipment documentation (e.g. manifest customer invoices, bills of lading or shipping orders) required to move with shipments are available for inspection and that appropriate paperwork accompanies shipments when delivered.
- When hazardous materials are present, check agreement between information on shipping papers and markings and labeling on product.
- Promptly report any delay due to breakdown, weather or traffic conditions or other emergencies, or in the event of irregularities at a pick up or delivery location by contacting the office or transportation supervisor.
- Safe and legal operation of a commercial motor vehicle.
- Safe and timely transportation of products from origin to destination.
- Proper loading and unloading of products to assure safety and minimal risk to cargo.
- Proper handling and accurate completion of all necessary paperwork related to truck operations and product handling.
- Professional representation of the company through responsible driving professional appearance and a high level of customer service.
- Must call in credits from account when they accrue by contacting the office or Transportation Supervisor.
- Collect all COD payments and remit to office daily as defined in driver's procedure manual.

### **Knowledge, Skills, Abilities and Equipment**

- Must have the ability to read, write English and perform simple mathematical calculations with general mental ability to handle receipts, read maps road signs, maintain logs, etc.
- Must have working knowledge of vehicle safety and control systems.
- Must have knowledge of DOT regulations safe driving, hours of service, inspection and maintenance and transportation of hazardous materials.
- Must meet or exceed the medical standards of the U.S. Department of Transportation.
- Must satisfactorily pass a drug test.
- Prompt and regular attendance at work.
- Professional appearance; grooming and dress consistent with desired corporate image.

## Education and Experience

- Must possess a valid Commercial Drivers License (Class A or be able to obtain within 30 days)
- Must meet MVR Standards: 1) No more than two minor violations in any one year. 2) No more than three minor violations in three years. 3) No more than two major violations in three years. 4) No DUI or DWI in the past five years.  
Minor Violations-Include speeding less than 10 mph, overloads, minor equipment problems, and failure to have proper documentation. Major Violations-Include DWI, DUI and failure to stop at stop light or stop sign, at fault accident, 10+ mph over the posted limit or driving while license is under suspension or not reporting incidents to your supervisor or manager. (Driver Selection/Qualification Program)
- Must have one (1) year previous tractor –trailer driving experience or exhibit completion of a commercial operator’s school.

## Physical Requirements

- Must be able to sit and remain alert while driving for an aggregate period of up to 11 hours.
- Must be able to shift a manual transmission and operate foot pedals.
- Must be able to perform frequent squatting to handle, position and secure product.
- Must be able to enter and exit the vehicle’s cab as many as 60 times a day or more. Cab floor level is generally 45 to 48 inches above the ground level, with entry and exit achieved with the assistance of various configurations of ramps, steps and handholds; also requires frequent bending, twisting, climbing, squatting, crouching and balancing.
- Must be able to perform frequent pushing or pulling of product weighing up to 250 pounds on a dolly or cart as well as occasional pushing or pulling of freight weighing up to 80 pounds without a mechanical aid.
- Must be able to frequently load or unload full trailers of product weighing as much as 40,000 pounds. This type of activity could proceed or follow as much as 11 hours of driving
- Must be able to hook/ unhook various commercial vehicle combinations, manually lower and raise landing gear, operate the fifth wheel release lever, lock and release pintle-hooks, attach and release safety chains, open and close cargo doors climb into and off of vehicles and check engine fluid levels.
- Must be able to perform duties such as climb into back of trailer from ground level to inspect cargo, and to make sure correct load has been placed on trailer for transport.
- All applicants must complete a strength assessment and fall within the guidelines established for the position. This job falls within the M/H – Medium/Heavy Work – Exerting 51 to 75 pounds of force occasionally, and/or 31 to 45 pounds of force frequently, and/or up to 16 to 23 pounds of force constantly to move objects. In order to be eligible for employment, applicant assessment results must meet the minimum BIS Range of 201-225.