

DRIVER JOB DESCRIPTION

GENERAL SUMMARY:

The Driver reports to the Service Manager regarding the movement and parking of light, medium and heavy duty trucks owned by Bentley. Driver is responsible for timely movements and thorough knowledge of daily priorities.

DUTIES & RESPONSIBILITIES:

1. Operate fleet trucks in a safe manner during movement both in lot area and on road.
2. Be aware of preventive maintenance checks and services as well as actual scheduled vehicle maintenance.
3. Drive trucks to and from customers for repair shop.
4. Must be aware that operations occur on asphalt, concrete and gravel surfaces in an environment often contaminated with material subject to embedding in tires.
5. Maintain records involving mileage and fuel usage.
6. Must function and interact on a daily basis with shop personnel and comply with shop safety requirements.
7. Communicate using cellular telephone or 2-way radio with Service Manager/personnel.
8. Security of valuable commodities and the storage area itself are a major area of concern for the Runner, occasionally requiring guidance from supervisory personnel regarding disposition.
9. Duties and Tasks as assigned by Management.

Physical Requirements:

The physical demands described below are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Requires the ability to drive a commercial standard shift vehicle and perform any function relating to operating required equipment
- Requires several hours per day of sitting, getting up and down from a vehicle, and reaching, or bending
- Required to sit; hear or talk: use close vision; use distance vision, stand, kneel or crouch and lift up to 50 lbs., use hands to grasp, handle or feel objects; type and manipulate controls

- Requires the ability to relate to others beyond giving and receiving instructions: must partner with co-workers without exhibiting behavioral extremes
- Requires the performance of work activities including reasoning, negotiating, instructing, persuading, or speaking with others; and respond appropriately to constructive feedback from supervisor

Knowledge Skills and Abilities Required:

- Must have a valid CDL A/B License with no restrictions and air brake endorsement.
- Minimum of 3 years driving experience.
- No more than 1 serious moving violation (i.e. reckless driving, speeding in excess of 15 miles above the posted speed limit within the past year).
- No more than 3 moving violations within the past 3 years.
- No pending or convictions for DWI, DUI or OUI within the last 7 years.
- No DOT recordable accidents within the last 3 years.
- Must be able to work shifts as assigned, which include flexible hours and weekends.
- Must pass pre-employment drug test, DOT physical and road test.
- Must be able to get in and out of the truck.
- Must be able to operate Electronic On-Board Recorders to communicate with dispatch.
- Must be able to operate sit down or stand –up forklift equipment.
- Willing to work in all types of weather.
- Willing to work in a drug free environment.
- Willing to wear and maintain uniform and safety equipment.

MISCELLANEOUS:

Accurate, neat and timely records are of utmost importance to the overall successful operation of the plant and transportation functions.