

CONNELL OIL, INC

Job Title: Commercial Motor Vehicle Driver

Department: Transportation

JOB SUMMARY

Perform a variety of routine and complex transportation work in driving and coordinating transportation plans for transportation and delivery of petroleum products to customer base with exceptional customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Hook and unhook trailers from the tractor itself including pushing/pulling dollies into place and cranking lever to raise and lower landing gear on semi-trailers and/or the front support on converter dollies.
- Load and unload trailer individually, with or without mechanical equipment.
- Perform frequent lifting, pulling, pushing and carrying of product/freight loads.
- Inspect truck for defects and safe operating condition before, during and after trips and submit written report on the condition of the truck at the end of each trip or shift.
- Interact with the public, customers and employees with respect and courtesy.
- Check for proper shipping papers.
- Check the agreement between information on shipping papers and markings and labeling of freight.
- Ascertain that vehicle is properly placarded.
- Install and remove tire chains as required by weather conditions.
- Drive truck to destination in accordance with federal regulations.
- Apply knowledge of commercial driving and skills in maneuvering vehicle at varying speeds in difficult situations, such as heavy traffic, inclement weather, or in tight loading dock areas.
- Ensure that all shipping documentation (e.g. manifest, security seal sheet, bills of lading, shipping orders, or freight bills, etc.) required to move with shipments is available for inspection and that appropriate paperwork accompanies shipment when delivered.
- Maintain records required for compliance with state and federal regulations including drivers' logs, records 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 the safe operation of a commercial motor vehicle.
- Report any spills of petroleum products to a Manager to enact clean up response.

- Report all accidents involving the driver or company equipment to your Manager & the HR/Risk Manager.
- Report highway safety hazards noted en route.
- Promptly report any delays due to breakdowns, weather, or traffic conditions or other emergencies, or in the event of irregularities relating to pickup or delivery of products.
- Maintains the cleanliness of the vehicle and cab.
- Partners with COI President or other designated employee for vehicle maintenance schedule.
- Attends monthly safety meeting
- Adheres to all COI policies and procedures.
- Adheres to all federal, state & local laws governing a safe work environment
- Reports unsafe acts and conditions to immediate supervisor.
- All other duties as assigned to ensure uninterrupted operations & customer service to include additional hours and shifts.

ACCOUNTABILITES:

- Safe and legal operation of commercial motor vehicle.
- Safe and timely transportation of product/freight from origin to destination.
- Proper loading and unloading of product to assure safety and minimal risk of damage to property or danger to people.
- Proper handling and accurate completion of all necessary paperwork related to truck operations and product/freight movements.
- Professional representation of the company and the trucking industry through responsible driving.
- Compliance with COI policies and procedures and all federal, state & local DOT, safety and employment laws.
- Daily contact with employees, customers and the general public requiring courtesy, discretion, and sound judgment.

JOB SPECIFICATIONS:

Eligibility Requirements:

- Must possess a valid Commercial Driver's License with Hazardous Materials endorsement.
- Must have a clean driving record with no DUI convictions for at least 3 years prior to employment with COI.
- Graduation from high school or GED equivalent, one (1) year relevant experience or any equivalent combination of education and experience that demonstrates the ability to do the job.
- Must have the ability to read, write & communicate in an English speaking environment that includes ability to understand highway traffic signs and signals and to respond to official inquiries
- Must have knowledge of DOT regulations governing safe driving, hours of service, inspection, and maintenance and transportation of Hazardous Materials.
- Must have the ability to perform simple mathematical calculations with general mental ability to handle receipts, read maps, road signs, and maintain logs
- Must have the ability to communicate and develop an effective working relationship with employees and have the ability to deal courteously and tactfully with the public and customers.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to make independent judgments which have moderate impacts on the organization.
- Ability to work independently.
- **Problem solving**—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- **Customer service**—the individual manages difficult client/customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments.
- **Communication**—the individual speaks clearly and persuasively in positive or negative situations, demonstrates a positive approach in difficult situations.
- **Planning/organizing**—the individual prioritizes and plans work activities and uses time efficiently.
- **Quality control**—the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.
- **Quantity**—meets productivity standards and completes work in a timely manner.
- **Adaptability**—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- **Dependability**—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- **Safety and security**—the individual observes safety and security procedures and uses equipment and materials properly.

TESTS/LICENSES/CERTIFICATIONS:

- Requires WA state Commercial Driver License
- Requires CDL TX and/or X Hazardous Materials endorsements on CDL.
- Must be able to pass Driver's Road Test as required by the Federal Motor Carrier Safety Administration upon hire.
- Must be able to obtain a **TWIC** card within the first 30 days of hire.
 - Transportation Worker Identification Credential (**TWIC**): Federal authority requires COI's employees, whose work requires unescorted access to secure areas of port facilities, to obtain a TWIC. A TWIC is a condition of employment for such positions

and requires candidates to those positions to submit to a TSA security assessment (to include, but not limited to, providing: biographic information; identity documents; fingerprints; digital photograph). More information is available at www.tsa.gov/twic.

PHYSICAL DEMANDS

- Must be able to sit and remain alert while driving for an aggregate period up to 11 hours.
- **Climbing.** Ascending and descending in and out of truck, using feet, legs, arms and hands. Body agility is emphasized. Must be able to enter and exit the vehicle's cab eight to ten times a day. Cab floor level is generally from 36 to 66 inches above ground level, with entry and exit achieved the assistance of a various configurations of steps and handholds;
- **Balancing.** Maintaining body equilibrium to permit general walking and while maneuvering and/or carrying products without falling.
- **Stooping.** Bending body downward and forward by bending spine at waist. Requires full motion of the lower extremities and back muscles.
- **Kneeling.** Bending legs at knee to come to rest on a knees or knees.
- **Crouching.** Bending the body downward and forward by bending the leg & spine. Must be able to perform crouching to handle and position freight.
- **Reaching.** Extending hands and arms in any direction. Must be able to shift manual transmission and operate foot pedals. Must be able to reach above shoulder level, at waist level, and below waist level for maneuvering and directing the controls of the truck as well as maneuvering/handling product.
- **Standing.** Must be able to stand on surfaces such as concrete, wood, and metal for period of up to an hour at a time.
- **Walking.** Must be able to walk on surfaces such as concrete, wood, and metal and sometimes on slippery and wet surfaces.
- **Pushing.** Using upper extremities to press against barrels or other forms of product with steady force in order to thrust forward, downward or outward. Must be able to perform frequent pushing/rolling/maneuvering of products contained in barrels of up to 560 lbs.
- **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Requires substantial use of upper extremities and back muscles. Must be able to frequently carry cases of product weighing 40 pounds up to 60 pounds of varying size and shape.
- **Fingering.** Picking, pinching, or otherwise working with fingers rather than the whole hand as in handling.
- **Grasping.** Applying pressure to an object with fingers and palm.
- **Feeling.** Perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly with that of fingertips.
- **Talking.** Expressing or exchanging ideas. Must be able to convey detailed or important spoken instructions/responses to co-workers, customers, general public and law enforcement/ emergency response personnel in an English speaking environment accurately, loudly, quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discrimination to sounds to include hearing necessary for the safe transportation of hazardous materials—traffic sounds, emergency alarms. Horns, sirens.
- **Seeing.** Required to have visual activity to operate commercial motor vehicles transporting hazardous materials and/or heavy equipment
- **Repetitive Motion.** Substantial movements of the wrists, hands, upper & lower extremities and back muscles.

- **Very Heavy Work.** Exerting in excess of 100 pounds of force frequently and/or in excess of 50 pounds of forces, frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Must be able to load, and unload full trailers of freight. This could involve moving 560 pound barrel drums on their rims and rolling them into position or stowing cartons or other merchandise overhead that weigh as much as 60 pounds each.
- Must be able to hook/unhook various commercial vehicle combinations, manually lower and raise landing gear, operate fifth wheel release lever, lock and release pintle-hooks, attach and release safety chains, open and close cargo doors.
- Frequently lift/maneuver fuel pumps while loading/unloading tank and/or loading and unloading of customer's tanks.
- Must be able to install and remove tire chains when required due to inclement weather, climb into and out of vehicles, fuel vehicles, and check engine oil and coolant levels.

These types of activities could proceed, follow or run concurrent with as much as 10 hours of driving.

WORK ENVIRONMENT

- Drivers may spend as much as 70% of time outdoors, exposed to potentially difficult environmental conditions.
- Drivers may be subject to irregular work schedules, temperature and weather extremes, long trips, short notice for assignment of a trip, tight delivery schedules, delays en route and other stresses and fatigue related to driving a large commercial motor vehicle on crowded streets and highways in all kinds of weather.
- Drivers typically spend 80% of on-duty time in the truck. While driving, operators are exposed to noise and vibration levels which may be higher than those typically experienced in passenger cars.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Name: _____

Employee Signature: _____ Date: _____