

Job Description

Job Title: Benchmark Foam Truck Driver

Reports To: Shipping/Receiving Manager

Approved By: Benchmark Foam Management

Summary: Drives diesel powered truck and trailer combination to transport and deliver products in loose or packaged form by performing the following duties in the most efficient, safest, professional manner possible. Provides consistent, exemplary customer service and acts as a professional representative of Benchmark Foam at all times. Personifies the company's On-Time Guarantee service response.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Benchmark Foam operates on the principle of effective teamwork. Other duties may be assigned, including cross-training and/or working in other departments.

Drives truck and trailer combination, applying knowledge of commercial driving regulations, to transport and deliver products. Drives truck/trailer in a safe manner at all times following all safety regulations and precautions. Uses knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, and national operations for the protection of people, data, property, and institutions. Reads, understands and follows Benchmark Foam driver policies at all times. Uses personal protective equipment at all times as required. Uses good driving habits to avoid unnecessary fatigue; follows all rules and regulations governing driving practices according to 49CFR Part 395. Maintains driver logs according to DOT regulations 49CFR Part 396. Completes log forms daily and submits to Supervisor at the end of each trip. Maintains current South Dakota Class A CDL driver's license and any other licenses as required. Follows Benchmark Foam fueling policies.

Arrives at Benchmark Foam in a timely manner to perform all pre-trip duties and assist in truck loading duties as required. Performs pre- and post-trip duties in accordance with 49CFR Part 396.13 & Part 396.11 (includes performing visual inspection of truck & trailers prior to loading). Completes required forms daily and submits to appropriate Benchmark Foam personnel. Completes driver logs according to 49CFR Part 395.8 and submits to appropriate Benchmark Foam personnel.

Studies shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities and methods required to meet shipping schedules. Reads load sheet or follows oral instructions to ascertain materials to be loaded or unloaded. According to shipping destinations, plans most practical and time-efficient delivery route taking into consideration distance, fuel expense, truck restricted routes, traffic conditions, etc. Provides feedback to determine shipment space requirements or various packaging techniques according to customer needs.

Successfully and safely maneuvers truck into loading or unloading position, following signals from loading/unloading crew. As needed, assists with loading materials into truck/trailer and installs strapping, bracing, or padding to prevent shifting or damage in transit. Advises appropriate staff if additional action needed to protect load contents. Operates forklift, industrial truck or electric hoist to assist in loading or moving materials and products. Lifts heavy objects by hand or with power hoist.

Provides daily exemplary service to all customers in a professional manner. Works with appropriate Benchmark Foam staff to adjust errors and/or resolve complaints as required. Delivers all loads in a timely, professional manner. Exhibits courtesy to, and patience with customers, fellow drivers and all other contacts at all times. Maintains a professional appearance by wearing appropriate clothing or Benchmark Foam issued clothing, if provided.

Obtains customer signature on receipt for pickup or delivery. Leaves white copy of ticket with customer; turns in green copy with trip paperwork immediately upon return to Benchmark Foam. Assists customer to unload products, working with crews as assigned. Inventories/verifies accurate quantity & quality of delivered products. Reports any quality issues to Benchmark Customer Service personnel as required.

Exhibits ability to work in all types of weather. Keeps informed on weather and road conditions and uses good reasoning in determining whether safe to travel. Communicates with Supervisor and Customer Service regarding any decision to shut down. Carries Benchmark Foam issued cell phone while on duty. Maintains close contact via cell phone with Benchmark Foam personnel to resolve issues or receive instructions. Upon delivery of last load, calls appropriate personnel to update status. Reports all issues to Customer Service personnel such as weather-related conditions/delays, no one present at delivery point, undeliverable addresses, delivery problems, etc.

Maintains truck/trailer cleanliness, inside and out. Shovels and/or mops to clean any spills. Performs minor maintenance as required (fuel, oil, radiator fluid, greasing, small repairs, etc.) Inspects truck/trailer to identify cause of mechanical errors or other problems or defects. Reports any defects or mechanical issues/failures to Maintenance Supervisor for resolution. Advises Supervisor when truck or trailer is due for regular or unscheduled maintenance.

Maintains alcohol/drug-free condition while on duty. Maintains an acceptable driving record. As required, utilizes computers to perform reporting duties and to keep informed about company notices/information. Prepares additional reports as required. Exhibits ability to report to work on short notice. In coordination with Customer Service Manager, collects or picks up empty trailers/containers or returnable or recyclable products. Studies and standardizes procedures to improve efficiency.

Job Specific Competencies:

Education and/or Experience: High school diploma or general education degree (GED). Minimum one year truck/trailer combination driving experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract multiple digit numbers and to multiply and divide multiple digit numbers. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Ability to read a tape measure to 1/16th inch.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with situations involving a variety of solutions.

Computer Skills: To perform this job successfully, an individual should possess computer operating knowledge. Must possess the ability/willingness to utilize computers to perform reporting duties.

Certificates, Licenses, Registrations: Current South Dakota Class A CDL driver's license. Forklift operating experience or forklift operator's license.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employees is regularly required to use multi-limb coordination and manual dexterity, sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance. Specific vision abilities required include close

vision, distance vision, peripheral vision and depth perception. Reaction time required includes ability to quickly respond (with hand, finger or foot) to a signal (sound, light, picture) when it appears. Required response orientation includes the ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). This includes the speed with which the correct response is started with the hand, foot, or other body part. Spatial orientation is required, including the employee's ability to know his or her location in relation to the environment or to know where other objects are in relation to his or her position. Required rate control includes the employee's ability to time his or her movements or the movement of a vehicle/piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to operate, maneuver or drive vehicles or mechanized equipment, according to Hours of Service Regulation 49CFR Part 395. The employee is regularly exposed to weather, driving, road and opposing traffic conditions. The employee is frequently exposed to heat, cold and outside weather conditions.

This document does not constitute an offer of employment or create an employment contract of any kind. Any job offer will not provide a contract other than an at-will relationship between Benchmark Foam Inc. and employee.

The Company has reviewed this job description to ensure that essential functions of the position have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at the Company as noted above, and declare that I am able to perform the essential functions of the position with or without a reasonable accommodation.

Employee Signature: _____ Date: _____

Origination Date: October 2011, Date Revised: November 2011