

COASTAL TRANSPORT CO., INC.
DRIVER JOB DESCRIPTION

Driver Report to Terminal Manager

JOB SUMMARY:

Responsible for safe and efficient loading of fuel into cargo tanks, delivery to customer locations, unloading of cargo at customer locations, and accurate and timely completion of all required delivery reports.

DUTIES AND RESPONSIBILITIES:

1. Accepts delivery dispatch instructions and loads fuel into trailer tanks according to dispatch instructions and all applicable safety guidelines.
2. Performs pre-delivery inspection of truck and trailer, delivers and unloads fuel according to dispatch instructions and all applicable safety, Federal, State and local guidelines and regulations. Completes all required delivery, fuel, damage and other reports, drives back to terminal, and performs post-trip inspection of truck and trailer

TRAINING AND EXPERIENCE:

1. Must have a high school education or its equivalent. The company may at its discretion waive this requirement.
2. At least one (1) year driving experience out of the last two (2) years or two (2) years of driving experience out of the last four (4) years of employment – driving a tractor-trailer or the equivalent. Applicants with extensive driving experience will be considered.
3. Must be at least 23 years of age.
4. Must have a commercial driver's license with appropriate endorsements, in possession, while driver is in service.
5. Must be able to speak, read and write English, in accordance with Section 391.11(b)(2) of the Federal Motor Carrier Safety Regulations.
6. Must be able to qualify physically and obtain a Medical Examiner's Certificate, in accordance with Section 391, Subpart E of the Federal Motor Carrier Safety Regulations.

PHYSICAL/MENTAL/ESSENTIAL FUNCTIONS OF THE JOB:

1. Stands and walks up to a total of 10 hours per day on a concrete, asphalt, gravel or dirt surface while performing inspection checks of truck and trailer, coupling and unhooking fittings and hoses before and after loading and unloading of trailers, checking for leaks during loading and unloading, and completing paperwork.
2. Sits up to a total of 11 hours per day in an air ride seat while driving delivery truck to and from deliveries.
3. Lifts and carries, several times per day, up to 80 pounds of loading arms, fittings and hoses (full of fuel or empty) while loading and unloading fuel in trailer.
4. Pushes/pulls, several times per day, hoses weighing up to 75 pounds while removing hose from storage tube, loading and unloading fuel in truck, and replacing hose to storage tubes
5. Climbs and balances several times per day up to 20 feet in order to connect and disconnect hose to tank, open and close dome lids on tops of trailers, clean tanks and trailers, and gauge tanks. May carry hoses weighing up to 75 pounds while climbing to or descending from tops of trailers or tanks. Also climbs several times per day up to 4 feet to get in and out of truck cab.
6. Bends, stoops, twists and reaches several times per day in order to couple and disconnect loading hoses and fittings, open and close tank lids in ground, change compartments, check tanks for leaks, hook loading arm at rack, gauge tanks, unwind hoses, connect and disconnect hoses and fittings, replace hoses to racks and check product matchup. Also performs twisting and rotation motions using neck and back in order to observe other traffic while driving
7. Occasionally crawls short distances under truck or trailer in order to inspect, check for leaks or adjust brakes.

8. Reaches several times per day in order to climb ladders, gauge tanks, couple and disconnect hoses, retrieve hoses from loading arms, get into truck, operate control panels when driving truck, and perform various other duties.
9. Constantly handles objects of various sizes and shapes, including steering wheel, gear shift, pens/pencils, clipboard, ladders, fittings and hoses which may weigh up to 75 pounds. Handling may be done unilaterally (one-handed) or bilaterally (two-handed) depending on size and shape of object and task being performed.
10. Uses fingers continuously to operate control panels while driving, to connect and disconnect fittings and hoses, and to grasp and use pens/pencils and clipboard in order to complete required delivery, fuel, damage and other reports.
11. Must be able to have corrected vision to:
 - a. Read dispatch delivery instructions
 - b. Perform pre-trip inspections of trucks and trailers
 - c. Oversee loading and unloading of cargo tanks to ensure efficient operations and to detect any fuel leaks or other problems
 - d. Drive trucks and trailers
 - e. Read meters and gauge sticks when gauging tanks
 - f. Distinguish tags/color codes in order to unload fuel into proper tanks at customer locations
 - g. Complete required delivery, fuel, damage and other reports at each customer delivery
 - h. Be aware of surroundings and locations of items needed
 - i. Perform various other job duties
12. Must have corrected hearing to:
 - a. drive trucks and trailers
 - b. listen to needs and advice from managers, co-workers and customers
 - c. listen to the environment to be aware of surroundings
13. Must be capable of understanding and remembering oral instructions, requests and details from managers, co-workers and customers, and remembering faces and names of customers
14. Must be capable of effectively communicating with managers, co-workers, and customers.
15. Must be able to report for dispatch at specified time, and to maintain contact with dispatch offices as required.
16. Must be able to familiarize self with and comply with all applicable Federal, State, local and company rules that are in accordance with accepted principles of safe cargo tank motor vehicle operation.
17. Must be able to familiarize self with and comply with proper methods of loading and unloading the various cargos to be transported.
18. Must be able to follow company guidelines of acceptable conduct when dealing with customers, fellow employees, and the motoring public.
19. Must be able to complete driver daily log and all necessary trip reports, fuel reports, damage reports, and other paperwork required by the company, to be turned in as instructed.
20. Environmental conditions: Must be able to work in all types of weather and in temperatures ranging from 0 degrees to 100 plus degrees with a varying level of humidity. Must be able to work around noise from truck engines, loading and unloading pumps, oil rigs and traffic, as well as able to work around various chemicals, gases, fuels, fumes and odors.
21. Should have knowledge of and ability to use, the following equipment: trucks and trailers, safety cones, fire extinguisher, loading and unloading hoses and fittings, pumps, buck rogers, gauges, wrenches, and other equipment used in fuel cargo loading, unloading, and delivery.
22. Must be alert and able to identify hazards, should one occur, in order to avoid it, by reporting immediately or, if directed, by taking corrective measures. Must use particular care in connection with the hazards of driving in various types of traffic and road conditions, and the hazards of spillage, explosion, mixture, leakage, fire and vapors associated with various fuel cargos.

BY MY SIGNATURE I CERTIFY THAT I UNDERSTAND AND AM WILLING AND ABLE TO PERFORM THIS JOB AS DESCRIBED

Applicant Printed Name

Applicant Signature

Date