

Position Title

Truck Driver

Date Prepared

January 23, 1995

Department

Shipping

Location

Brainerd

Reports to: Shipping Manager

I Position Purpose

- To transport raw materials and finished goods to and from outside vendors, and to the final destination point of the Customers in a safe, professional and timely manner.

II Budget Dimensions

- Operate and & maintain designated Company vehicles under manufacturers specifications and within the guidelines of the law.
- Provides feedback to Shipping Manager on opportunities for improvement within the scope of his/her position.

III Primary Functions Duties And Responsibilities

Quality

% of Time Spent

40%

Key Result Area

Assist in preparing product to be shipped by banding, wrapping, and loading product into Bang truck.

Ensure every load being transported is secure.

Ensure Bang truck leaves on time.

Transport raw materials

and finished goods in a timely manner

Represent Bang Printing in professional & courteous manner when in contact with vendors, customers and with the public when driving.

Drives within the guidelines of the law.

Measurement

Zero damage to product during transport.

Bang truck leaves by 8:00 a.m. each day.

Finished goods are

to the correct destination within the estimated time.

Zero vendor, customer or public complaints.

Zero traffic violations.

shipped

Quality (cont.)

% of Time Spent

Key Result Area

Measurement

Maintains vehicle cleanliness inside and out.

Unloads truck when needed at plant or at customers place of business.

Ensure work performed exceeds expectations.

Cost Reduction

% of Time Spent

Key Result Area

Measurement

30%

Ensure best possible route is taken when delivering goods to minimize mileage.

Operate vehicle with care and within speed limits to get best fuel mileage and maximize vehicle life.

Ensure Bang truck is maintained to ensure top performance.

Maintenance

% of Time Spent

Key Result Area

Measurement

20%

Report all safety concerns to Shipping Manager.

Ensure Bang truck is equipped with required safety equipment.

Accurately record all maintenance performed in maintenance log.

Bang truck is equipped with a fire extinguisher and emergency markers.

Administration

	<u>% of Time Spent</u>	<u>Key Result Area</u>	<u>Measurement</u>
the	10%	Maintain required travel log on a daily basis.	Documentation meets requirements of the Department of Transportation

VI Communication

External Contacts

- * Customers
- * Vendors
- * Public

Internal Contacts

- * Shipping Manager
- * Purchasing Department
- * Shipping Assistant
- * Scheduler

Nature or Purpose

- * Delivery if finished product.
- * Delivery & pick up of product.
- * Driving

Nature or Purpose

- * Direction, feedback & information exchange.
- * Information exchange.
- * Product and truck preparation.
- * Information exchange.

VII Problem Solving

- Operate on a safety first basis.
- Take a proactive approach to problem resolution on all delivery issues.
- Accurately detail problems to Shipping Manager for resolution.
- Assist in all other duties as requested.

VIII Education and Experience

- Must maintain a clean driving record.
- Ability to understand vehicle maintenance and operation.
- Ability to read and understand maps and written instructions including those dealing with dimension and quantity.
- High school diploma or GED required.
- Knowledge of Minnesota Department of Transportation regulations helpful.
- 3-5 years in related field.
- B-Class license required.
- Knowledge of Metropolitan area required.
- Excellent interpersonal skills.

X Travel / Physical Exertion

- Travel to Minneapolis area on a daily basis.
- Requires ability to handle boxes up to 60 lbs. on a regular basis.
- Requires ability to use hand pallet jacks and fork trucks on a regular basis.
- Long days as required by customer demand.

Employee Signature: _____ **Date:** _____

Performance Expectations Truck Driver

1 Quality

- A Ensure product is prepared and loaded securely for transport.
- B Transport product in a timely manner.
- C Represent Bang Printing in a professional and courteous manner.
- D Ensure no product is damaged during transportation.

2 Maintenance

- A Maintain cleanliness of Bang truck to ensure 1st class image.
- B Check all fluid levels on Bang Truck before starting each day.
- C Ensure Bang Truck receives regular scheduled maintenance.
- D Ensure Bang Truck is equipped with all required safety equipment.

3 Policy

- A Understand and accept all established company policies.
- B Provide input on areas of concern regarding company policy.
- C Drive within the guidelines of the law.
- D Maintain travel log required by the Department of transportation.
- E Wear appropriate Bang uniform when delivering products.

4 Support

- A Ensure all delivery documentation is complete and processed through proper channels.