



Position:	Short Haul Driver	Department:	Transportation
Classification:	Exempt/Salary	Reports To:	Transportation Manager
Date Created:	June 25, 2014	Last Revised:	October 6, 2017

Job Overview:

Short Haul Drivers are responsible for transporting and delivering freight in a safe and prompt manner through the use of a refrigerated tractor-trailer while, at all times, obeying all Department of Transportation and traffic laws and regulations. Short Haul Drivers will routinely drive long distances but will start and end their daily shift in the same location as overnight trips are not a requirement of this position. Short Haul Drivers may work a variety of shifts, including those that start early in the morning, those that end late in the evening, and those that include work on the weekends. Short Haul Drivers are expected to engage with customers and clients in a courteous and professional manner. Short Haul Drivers may, on occasion, be required to perform manual labor to unload their trailers.

Essential Functions:

1. Schedules time, and plans and adjusts routes as necessary in order to successfully complete job tasks as expected while maintaining compliance with Department of Transportation Hours of Service regulations.
2. Communicates with Ginsberg's Foods Transportation management and staff regarding departure and arrival times.
3. Collects and verifies instructions from appropriate sources. Collect all shipping tenders from drivers mail slot in the logistics department.
4. Reads and understands Bills of Lading to determine assignment details.
 - a. Follows special cargo-related procedures.
 - b. Sets and monitors refrigeration systems in order to maintain correct temperature requirements.
5. Organizes the assigned paperwork for the day's deliveries, and maintains accurate computer and hardcopy reports and daily logs.
6. In accordance with Ginsberg's Foods policy and procedures, conducts pre-trip and post-trip inspections on the tractor and trailer, and reports any unsafe or defective equipment on the daily DVCR's.
7. Drives in a safe and courteous manner, obeying all DOT requirements and traffic laws and regulations.
8. Adheres to all company safety programs and practices to ensure personal safety and the protection of company vehicles and/or equipment.
9. Complies with all Ginsberg's Foods policies and procedures in order ensure the accuracy of the delivered product and to avoid personal injury and/or damage to the product.

10. Obtains all necessary receipts and signatures for delivered products, and collects payment for services when required.

Additional Responsibilities:

1. Attends all Transportation Department and safety meetings as required.
2. Maintains a clean tractor and trailer at all times.
3. Fuels tractor and trailer, and checks all fluids, on a daily basis.
4. Installs or removes special equipment, such as tire chains, when required.
5. Timely reports all accidents, incidents, and/or circumstances that may jeopardize personal safety, and/or the safeguarding of company equipment and the products being shipped.
6. May be required to load or unload freight and breakdown pallets when required or as directed.
7. Performs other functions as required or directed.

Knowledge, Skills, and Abilities:

1. Current knowledge of the laws, rules, and regulations required to possess a Class A CDL.
2. Ability to safely operate a tractor and trailer in accordance with all DOT regulations and traffic laws and regulations.
3. Ability to hook and unhook trailers in a safe and proper manner without assistance.
4. Ability to wheel a hand truck that holds as much as 250 pounds.
5. Ability to lift and/or move eighty (80) pounds.
6. Ability to successfully navigate stairs.
7. Ability to drive and work in all types of weather conditions.
8. Ability to sit for long periods of time while driving.
9. Ability to obtain certification and operate company equipment necessary to unload trailers.
10. Ability to work long work hours (as governed by Federal Regulations).
11. Ability to successfully deliver product within strict deadlines.
12. Ability to effectively operate tractor on-board computer system.
13. Ability to read and understand paper maps and GPS for the purpose of navigation.
14. Ability to manage difficult or emotional customer situations and respond promptly to customer needs.
15. Ability to work with minimal supervision.
16. Ability to accurately understand oral and written communication.
17. Ability to perform basic mathematical calculations.
18. Punctuality and dependability.
19. Honesty and integrity.
20. Courtesy and tact.

Education/Experience (Minimum Qualifications):

1. Graduation from high school or possession of a General Equivalency Diploma (GED)

Licenses/Certifications/Special Requirements:

1. Possession of a valid Driver License with Class A Commercial Driver License (CDL)
 - a. Clean driving record with no major violations in the past 36 months.

2. Must be able to pass a DOT physical prior to employment.
3. Must take and pass a pre-employment drug test.
4. Subject to random, reasonable suspicion, and post-accident drug and alcohol tests.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Continuously</i>
Stand:	<i>Limited</i>
Walk:	<i>Limited</i>
<i>Intermittent Activity</i>	
Bend:	<i>Limited</i>
Kneel/Squat:	<i>Limited</i>
Climb Stairs:	<i>Limited</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Limited</i>
Typing/Keyboard	<i>Limited</i>
Vehicle Operation:	<i>Continuously</i>
PPE/Special Clothing:	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Continuously</i>
Push/Pull:	<i>Occasionally</i>
Fine Manipulation:	<i>Continuously</i>
<i>Material Handling</i>	
	<i>lbs.</i>
Lift:	<i>0 – 80 lbs</i> <i>Occasionally</i>
Carry:	<i>0 – 80 lbs</i> <i>Occasionally</i>
Push:	<i>0 -250 lbs</i> <i>Occasionally</i>
Pull:	<i>0 – 250 lbs</i> <i>Occasionally</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Limited</i>
Exposure to Packaged Chemicals*:	<i>Frequently</i>
Exposure to Weather/Temperature Contrasts:	<i>Continuously</i>

*Safety Data Sheets available for all chemicals handled.