



<b>Position:</b>	Short Haul Driver	<b>Department:</b>	Logistics
<b>Classification:</b>	Exempt/Salary	<b>Reports To:</b>	Warehouse Manager
<b>Date Created:</b>	June 25, 2014	<b>Last Revised:</b>	September 19, 2023

**Job Overview:**

Short Haul Drivers play a critical role in our organization by ensuring the safe and timely transport of freight using refrigerated tractor-trailers. They are responsible for complying with all Department of Transportation (DOT) and traffic laws while maintaining the highest level of professionalism. Short Haul Drivers typically cover long distances but return to their starting location at the end of each shift, eliminating the need for overnight trips. This position may require working various shifts, including early mornings, late evenings, and weekends. Short Haul Drivers are expected to provide exceptional customer service and may occasionally engage in manual labor for unloading trailers.

**Essential Functions:**

1. Plan and adjust routes to complete job tasks within DOT Hours of Service regulations.
2. Maintain communication with Ginsberg's Foods Transportation management and staff regarding departure and arrival times.
3. Collect and verify instructions from appropriate sources, including retrieving shipping tenders from the logistics department.
4. Interpret Bills of Lading to understand assignment details and follow special cargo-related procedures.
5. Monitor and set refrigeration systems to maintain correct temperature requirements.
6. Organize paperwork for daily deliveries, maintain accurate computer and hardcopy reports, and complete daily logs.
7. Conduct pre-trip and post-trip inspections of the tractor and trailer, promptly reporting any equipment issues.
8. Drive safely and courteously, adhering to DOT requirements and traffic laws.
9. Adhere to company safety programs and practices to protect personal safety and company vehicles/equipment.
10. Comply with all Ginsberg's Foods policies and procedures to ensure accurate product delivery and prevent injury or product damage.
11. Obtain necessary receipts and signatures for delivered products and collect payments when required.

**Additional Responsibilities:**

1. Attend all Transportation Department and safety meetings as required.
2. Maintain a clean tractor and trailer at all times.
3. Perform daily fueling, fluid checks, and install/remove special equipment like tire chains when necessary.
4. Report all accidents, incidents, or safety concerns immediately.
5. Assist in loading/unloading freight and breaking down pallets as required or directed.
6. Fulfill other duties as assigned.

**Knowledge, Skills, and Abilities:**

1. Current knowledge of laws, rules, and regulations necessary for holding a Class A CDL.
2. Safe operation of a tractor-trailer in compliance with DOT regulations and traffic laws.
3. Ability to independently hook and unhook trailers.
4. Proficiency in operating a hand truck capable of carrying up to 250 pounds.
5. Capability to lift and move up to eighty (80) pounds.
6. Ability to navigate stairs and work in various weather conditions.
7. Capacity to sit for extended periods while driving.
8. Certification and operation of company equipment for unloading trailers.
9. Capacity to work long hours in accordance with Federal Regulations.
10. Effective operation of onboard computer systems in the tractor.
11. Reading and understanding paper maps and GPS for navigation.
12. Handling difficult or emotional customer situations with prompt responsiveness.
13. Capacity to work with minimal supervision.
14. Strong oral and written communication skills.
15. Basic mathematical proficiency.
16. Punctuality and dependability.
17. Honesty and integrity.
18. Courtesy and tact.

**Education/Experience (Minimum Qualifications):**

1. High school diploma or General Equivalency Diploma (GED).

**Licenses/Certifications/Special Requirements:**

1. 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 pass a DOT physical before employment.
3. Must pass a pre-employment drug test.
4. Subject to random, reasonable suspicion, and post-accident drug and alcohol tests.

**Physical Requirements:**

<b>Requirement</b>	<b>8 Hour Schedule</b>	<b>10 Hour Schedule</b>	<b>As % of Time</b>
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%

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

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

\*Safety Data Sheets available for all chemicals handled.