



Position:	Lead Driver	Department:	Transportation
Classification:	Non-Exempt, Hourly	Reports To:	Transportation Supervisor
Date Created:	November 26, 2018	Last Revised:	September 13, 2024

Job Overview:

The Lead Driver position serves as liaison between Transportation Department leadership and the delivery drivers domiciled in locations outside of Hudson, New York. The Lead Driver may participate in the recruitment and interviewing of potential employees. The Lead Driver will assist with training and mentoring new and existing delivery drivers and will provide status reports on delivery driver performance to leadership. Additionally, the Lead Driver is empowered to solve logistical challenges that occur with deliveries, directing the delivery drivers to maximize efficiency and customer service. Furthermore, the Lead Driver will provide immediate and effective feedback to leadership regarding opportunities and threats in their assigned territory. The Lead Driver may perform all the duties of a delivery driver in the absence of the primary driver. This may include performing short haul pickups. When performing backhaul functions, the Lead Driver is responsible to pick-up and deliver backhaul loads to the warehouse at Ginsberg's Foods.

Essential Functions:

1. Serves as a liaison between company and departmental leadership and the delivery drivers in the assigned territory, providing complete and timely communication on various topics.
2. Identifies sources of delivery driver recruitment and actively seeks to add experienced drivers to the team when vacancies occur.
3. Participates in the interviewing of prospective employees, including administering the road and pallet tests.
4. Familiarizes him/herself with the scheduled work for the day; makes necessary adjustments to the helper assignments and routes to maximize efficiency and customer service.
5. Trains and mentors new and existing delivery drivers in the assigned territory.
6. Verifies that delivery drivers are organizing their assigned paperwork for the day's deliveries and are maintaining accurate reports and daily logs.
7. Performs random audits to ensure delivery drivers are conducting pre-trip and post-trip inspections on the tractor and trailer.
8. Ensures delivery drivers are properly preparing returns by properly securing load and ensuring proper temperature management as well as completing returns sheet.
9. Frequently rides with delivery drivers in the assigned territory to execute many of the essential functions listed herein; shares the delivery responsibilities when riding with the delivery driver.

10. Interacts in a professional manner with other company departments, particularly Sales, and the company's customers, attempting to resolve concerns as they arise.
11. Maintains awareness of threats and opportunities in their assigned territory, such as the activities of competitors or a new business opening, and timely reports the information to departmental leadership.
12. When performing backhaul or doubles work, schedules time and plans and adjusts routes as necessary to successfully complete job tasks to expected standards while maintaining compliance with Department of Transportation Hours of Service regulations

Additional Responsibilities:

1. Performs the complete job responsibilities of a delivery driver when the primary driver is unable to perform their job duties on a given day.
2. Attends all driver and safety meetings as required.
3. Smith System Certified.
4. Assists the delivery drivers with the general maintenance and cleanliness of the tractors and trailers.
5. When not driving may be required to perform a variety of general maintenance tasks. This may include transporting and pick up of equipment at domiciles and leasing companies to return to Hudson.
6. Monitors local weather and road conditions and makes timely recommendations to Transportation leadership on the ability to ship routes due to those conditions.
7. Performs other functions as required or directed.

Knowledge, Skills, and Abilities:

1. Strong knowledge of Federal and State rules and regulations pertaining to the transportation of goods for commerce, especially DOT regulations as set-forth by the FMCSA.
2. Working knowledge of all company policies and procedures as they relate to driver responsibilities.
3. Working knowledge of all warehouse equipment, tractor/trailer operations, and tractor computer systems.
4. Working knowledge of the principles of job interviewing.
5. Strong English language aptitude, including the ability to communicate effectively orally and in writing, with a particular ability to communicate in a way to facilitate learning in others.
6. Ability to use critical thinking and problem-solving skills.
7. Ability to manage multiple priorities and direct the work of others.
8. Ability to establish and maintain effective and courteous business relationships.
9. Ability to offer constructive feedback to others.
10. Ability to evaluate the work of others.
11. Strong initiative; Professionalism and tact; Reliability and punctuality.
12. All KSA's identified in the Driver-Exempt Job Description also apply to this Lead Driver position.

Education/Experience (Preferred Minimum Qualifications):

1. Graduation from high school or possession of a General Equivalency Diploma (GED) AND at least two (2) years of commercial delivery driving experience with Ginsberg's Foods.

Licenses/Certifications/Special Requirements:

1. Possession of a valid Class A Commercial Driver License.
2. A minimum of two (2) years commercial driving experience with Ginsberg's Foods, with no discipline and/or avoidable accidents within the last two years.

3. Must be able to pass a DOT physical.
4. Must take and pass ongoing random drug tests, including 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>Frequently</i>
Stand:	<i>Frequently</i>
Walk:	<i>Frequently</i>
<i>Intermittent Activity</i>	
Bend:	<i>Repeatedly</i>
Kneel/Squat: maybe limited	<i>Frequently</i>
Climb Stairs:	<i>Repeatedly</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Frequently</i>
Typing/Keyboard	<i>Occasionally</i>
Vehicle Operation:	<i>Occasionally</i>
PPE/Special Clothing: (boots, gloves, etc)	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Repeatedly</i>
Push/Pull:	<i>Repeatedly</i>
Fine Manipulation:	<i>Continuously</i>
<i>Material Handling lbs.</i>	
Lift:	<i>0 - 80 Repeatedly</i>
Carry:	<i>0 - 80 Repeatedly</i>
Push:	<i>0 - 250 Repeatedly</i>
Pull:	<i>0 - 250 Repeatedly</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>

*MSDS available for all chemicals handled.