

# Yellow Transportation, Inc.

## COMBINATION WORKER JOB DESCRIPTION

### JOB FUNCTION

The primary functions of a combination worker are:

- To operate various tractor-trailer combinations or straight trucks between Company terminals or yards and customer facilities or work sites; to sort, handle, load and/or unload freight at various Company and customer locations in a safe, efficient, and timely manner.
- To efficiently sort, handle, and load freight into and unload it from over-the-road equipment, containers, city trailers and/or straight trucks in accordance with oral and written instructions, as well as federal and state regulations.

Combination workers must be able to perform all of the duties of a city driver and a dock worker. At many locations, combination workers also perform the duties of road drivers and/or hostlers.

All combination worker positions are subject to the applicable job bidding procedure.

### JOB DUTIES

**Note: The frequency of performance of these essential duties may vary by location.**

1. Understands and carries out instructions given orally and in writing, including those on manifests and other shipping documents to determine the nature and amount of freight loaded and to decide the best order in which to deliver and pickup freight that day.
2. Using safe handling and lifting procedures, loads and unloads cargo, including heavy, bulky and/or cumbersome freight. This work is performed, assisted or unassisted, and with or without mechanical aids, applying the principles of leverage and friction, as permitted by the labor agreements and as may be required at customer facilities or sites and/or Company terminals or yards. The work may include such tasks as the moving of cartons and unpackaged freight between the dock and equipment, balancing of 600-pound drums on their rims and rolling them into place, and overhead loading of packaged or unpackaged freight weighing as much as 80 pounds each. In some locations may perform inside deliveries or pickups at customer sites which may require climbing stairs or using elevators or escalators, and perform pickups and/or deliveries at customer locations that do not have dock-height freight platforms or ramps. On occasion, loads freight into and unloads it from customer cars, vans, pickup trucks, etc.
3. Uses various mechanical aids and devices, such as barrel trucks, fork lifts and associated hardware, hand trucks, pallet jacks (electric or manual), Johnson bars, rollers and any other available equipment, to move, load, arrange, re-arrange, and unload freight.
4. Uses judgment and discretion to load and secure freight in such a way that the trailer can be operated safely over the road, including securing or resecuring cargo by blocking, bracing and cribbing, using load bars, hammers, nails, wooden blocks, plywood, planks, boards and/or other freight. Ties cargo down, using chains, cables, ropes and straps and various tightening devices. Uses dunnage and padding as necessary to prevent damage.
5. Properly and efficiently completes all necessary paperwork including, inspection reports, manifests, bills of lading, accident reports and any other report or record required by law, regulation or Company policy. Verifies the load against the shipping papers, noting in writing any overages, shortages or damage.

6. Comprehends and complies with applicable hazardous materials handling and placarding regulations, and required emergency responses to hazardous material spills or incidents. Determines the applicability of hazardous materials regulations and placarding requirements to the nature and amount of cargo on a load.
7. Secures or re-secures cargo by blocking, bracing and cribbing, using load bars, hammers, nails, wooden blocks, plywood, planks, boards and/or other freight. Ties cargo down using chains, cables, ropes and straps and various tightening devices. Uses dunnage and padding as necessary to prevent damage.
8. Conducts a thorough pre-trip inspection of the equipment assigned in the manner prescribed by the Department of Transportation and the Company, and reviews transportation papers to determine if the equipment is ready to go, safe to operate, and properly placarded according to the nature and amount of the cargo contained. Verifies the cargo against the shipping papers and determines that the destination of the cargo and trailer match the dispatch given.
9. Safely operates tractor-trailer equipment or straight trucks as assigned, in different configurations with varying weights and lengths as allowed by law, in urban and rural settings, under all types of climatic conditions, terrain, road conditions and traffic in accordance with all federal, state and local laws and regulations and Company policy.
10. Collects and documents the receipt of cash and checks on freight collect and C.O.D. shipments.
11. Drops, hooks, spots and/or otherwise switches (hostles) equipment, including hooking and unhooking trailers from the tractor itself and the pushing, pulling, placing, lifting and attaching or detaching of various types of converter gear when necessary. This work also includes the cranking of a handle to raise and lower the landing gear on semi-trailers and/or the front support on converter dollies when the dollies are so equipped.
12. Communicates with supervision, in person or by way of telephone or radio in order to advise of moves and problems with equipment, cargo, scales, etc., receive instructions on work to be performed, report all delays, report all injuries and accidents involving the driver or Company equipment, and report safety hazards observed.
13. Performs roadside and post-trip inspections as required by the law, various administrative agency regulations and Company policy.
14. Installs and removes tire chains and fuels equipment needed.
15. Works in adverse weather conditions, without temperature or other environmental controls and subject to ambient weather conditions.
16. Performs work required in a timely manner and maintains adequate production in order to meet service schedules.

#### **OTHER DUTIES**

Depending upon location, combination workers perform other duties as assigned including but not limited to the following:

1. Sweeps or cleans up dock and equipment.

2. Communicates tactfully and diplomatically with customers or other persons employee comes into contact with as employee representative.
3. Provides initial contact with public safety or law enforcement officials and the general public when involved in traffic accidents or hazardous material incidents.
4. Assists customers in preparation of shipping papers.
5. Cleans truck windows and mirrors as needed.

### **MINIMUM QUALIFICATIONS**

1. Is at least 21 years of age.
2. Can read, write, communicate and comprehend the English language sufficiently to perform the various tasks of the job, including, but not limited to: communicating with coworkers and the general public; understanding oral and written instructions, highway traffic signs and signals, Company policies and governmental regulations; responding to questions and inquiries from management and government representatives; and accurately completing various shipping papers, reports and records required of the position.
3. Can accurately and efficiently perform the mathematical calculations necessary to do the work, including: the counting of freight, calculation of weight, determination of hours of service, computation of time and mileage, etc. Can operate scanning devices used at work locations.
4. Is able to operate any type and configuration of equipment assigned, including various types and combinations of owned, leased or rented, single or tandem axle tractors or straight trucks (of either conventional or cab-over design) or yard tractors by various manufacturers and as equipped.
5. Is able to open and close swing-type and roll-up trailer doors as needed in the pickup and delivery of freight.
6. Is able to enter and exit various types of equipment safely and efficiently.
7. Is able to work on unforgiving surfaces, such as concrete, wood and metal, and sometimes on slippery and wet surfaces, as may be necessary in loading, handling, securing, unloading and delivering freight.
8. Possesses the good judgment necessary to perform the functions of the job including: handling the customers' freight safely and efficiently, operating a commercial motor vehicle in a safe and lawful manner; handling the customers' freight safely and efficiently; and communicating tactfully and diplomatically with those persons with whom the employee will be in contact as a Company representative.
9. Is able to work in adverse weather conditions without temperature or other environmental controls and subject to ambient weather conditions.
10. Has no conviction record indicating that the applicant cannot reasonably be expected to properly fulfill the duties of the job.
11. Has a satisfactory past work record.

12. Is available to work on the shift available – either an eight-hour, five-day work shift or a ten-hour, four-day work shift – plus any required overtime. Overtime may exceed four hours a day and may include fifth, sixth and/or seventh day of work as needed. Is able to drive and/or work to the maximum time allowed under Department of Transportation regulations.
13. Has demonstrated the ability to maintain good attendance.
14. Is physically qualified to drive a commercial motor vehicle as demonstrated by a current medical examiner's certificate.
15. Does not use any drugs or substances that would interfere with the ability to drive safely. Able to pass any Company-administered drug/alcohol test.
16. Passes a Company-administered physical performance test.
17. Passes a driving test on Company equipment in order to demonstrate driving skills and ability.
18. Is able to operate a fork lift (where required) including the changing and use of various accessories. Is able to control a two-wheel hand truck, four-wheel dock cart and other freight handling equipment.
19. Is able to understand and implement safe, efficient freight handling and lifting procedures.
20. Is able to understand and utilize the methods, procedures, and techniques for loading and securing cargo in or on a vehicle in such a way that the trailer can be operated safely over the road and to determine if the cargo being transported has been properly located, distributed, and secured on or in a vehicle.
21. Is capable of working independently, without constant supervision.
22. Meets all the qualification requirements of, and is not disqualified under, the United States Department of Transportation Federal Motor Carrier Safety Regulations, Parts 383 and 391.
23. Has one current, valid Class A Commercial Drivers License (CDL) with requisite endorsements (Doubles/Triples, HAZMAT).<sup>1</sup>
24. Has a minimum of one year's recent driving experience as a city driver, operating similar equipment over similar terrain and road conditions in various traffic and weather conditions, or has graduated from a Company-approved training program.
25. Has a record of safe and competent driving (personal and commercial) as demonstrated on state Motor Vehicle Records.
26. Has knowledge of and is able to comply with the laws, regulations and procedures regarding safe commercial motor vehicle operations and motor vehicle accidents.
27. Can perform the work required in a timely manner and maintain adequate production in order to meet service schedules.

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<sup>1</sup> The only exceptions to the requirement of a Class A CDL are in a few locations where the hiring of drivers with Class B CDLs has been approved by Senior Leadership. In these limited situations, drivers with Class B CDLs should only be hired on special requisitions posted for Class B drivers.