

# **Yellow Transportation, Inc.**

## **ROAD DRIVER JOB DESCRIPTION**

### **JOB FUNCTION**

The primary function of a Road Driver is to operate various tractor-trailer combinations for extended periods of time, over long distances, between Company facilities or between Company terminals or yards and customer facilities or work sites in order to pick up, transport and deliver freight in a safe, timely and efficient manner. As part of this function, Road Drivers drop, hook, spot or otherwise interchange equipment for loading or unloading and efficiently sort, handle, secure, load and/or unload freight at various locations under varied conditions.

Road Peddle Drivers may be domiciled at any location, including a breakbulk terminal, end-of-line terminal, relay domicile or a location where there is no Company facility at all. Road Drivers pick up freight from and deliver freight to customers inside the local cartage pickup and delivery area of any terminal. Road Peddle Drivers pick up freight from and deliver freight to customers that are outside the local cartage pickup and delivery area of any terminal.

Road Drivers are subject to the Hours of Service Regulations of the United States Department of Transportation.

All Road Driver positions are subject to 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.
2. Conducts a thorough pre-trip inspection of the equipment assigned in the manner prescribed by the Department of Transportation and the Company, and a review of the 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. Ensures that the destination of the cargo and trailer match the dispatch given.
3. Safely operates tractor-trailer equipment in different configurations as assigned, with varying weights as allowed by law, under all types of climatic conditions, terrain, road conditions and traffic situations, in urban and rural settings, for extended periods of time, over long distances, either direct or by way of other intermediate points, with or without a partner, in accordance with all federal, state and local laws and regulations and Company policy.
4. Drops, hooks, spots, switches and otherwise interchanges equipment, including the 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. Also includes the raising and lowering of the landing gear on semi-trailers and/or the front support on converter dollies when the dollies are so equipped.

5. Properly and efficiently loads and/or unloads and checks cargo at Company terminals or customer facilities, assisted or unassisted, using various mechanical aids and freight handling equipment, as permitted by the labor agreement and as needed. Properly secures or re-secures the cargo as may be required.
6. Collects and documents the receipt of cash and checks on freight collect and C.O.D. shipments.
7. Communicates with supervision, in person or by way of telephone or radio in order to advise of moves and problems with equipment, cargo, etc., receive instructions on work to be performed, report all delays and report all accidents involving the driver or Company equipment.
8. Properly maintains a driver's daily log in accordance with D.O.T. and Company requirements. Properly and efficiently completes all necessary paperwork including, inspection reports, manifests, bills of lading, trip pay reports, 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.
9. Performs roadside inspections as required by the law, various administrative agency regulations and Company policy.
10. Installs and removes tire chains and fuels equipment needed.
11. Works in adverse weather conditions without temperature or other environmental controls and subject to ambient weather conditions.
12. 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.
13. Performs work required in a timely manner and maintain adequate production in order to meet service schedules.

When assigned to city driving, dock work or hostling, Road Drivers must perform the essential functions of the job(s) assigned.

#### **OTHER DUTIES**

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

1. Report highway safety hazards observed.
2. Communicate tactfully and diplomatically with persons whom the employee is in contact with as Company representative.

3. Provide initial contact with public safety or law enforcement officials and the general public when involved in traffic accidents or hazardous material incidents.
4. Sweep trailers.
5. Cleans truck windows and mirrors as needed.

#### **MINIMUM QUALIFICATIONS**

1. Is at least 21 years of age.
2. Has knowledge of and complies with the laws, regulations and procedures regarding safe commercial motor vehicle operations and motor vehicle accidents.
3. 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. Depending on the location employed, Road Drivers may be required to pull single trailers, or double or triple combinations.
4. 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.
5. 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.
6. Possesses the good judgment necessary to perform the functions of the job, including: 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.
7. Has no conviction record indicating that the applicant cannot reasonably be expected to properly fulfill the duties of the job.
8. Has a satisfactory past work record.
9. Has demonstrated the ability to maintain good attendance.

10. Is able to drive and/or work to the maximum number of hours allowed under D.O.T. Hours of Service Regulations.
11. Is available to start work with one or two hours' notice, at any time, twenty-four hours a day, seven days a week, to work irregular hours in stressful situations, and to report on time as scheduled.
12. Is physically qualified to drive a commercial motor vehicle as demonstrated by a current medical examiner's certificate.
13. 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.
14. Passes a Company-administered physical performance test.
15. Passes a driving test on Company equipment in order to demonstrate driving skills and ability.
16. 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, as permitted by labor contract and as needed.
17. Is capable of working independently, without constant supervision.
18. 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.
19. Has one current, valid Class A Commercial Drivers License (CDL) with requisite endorsements (Doubles/Triples, HAZMAT).<sup>1</sup>
20. Has a minimum of one year's recent driving experience as an over-the-road driver, operating similar equipment over similar terrains and road conditions for long distances in various traffic and weather conditions, or has graduated from a Company-approved training program.
21. Has a record of safe and competent driving (personal and commercial) as demonstrated on state Motor Vehicle Records.
22. Is able to work well in close proximity to other drivers for extended periods of time in a sleeper cab.

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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.

23. Is able to enter and exit various types of equipment safely and efficiently, and, where necessary, enter and exit a sleeper berth while the equipment is in motion.
24. Is able to handle bulky, heavy, and cumbersome freight, aided or unaided, applying the principles of leverage and friction, as permitted by labor contract and as needed.
25. Is able to open and close swing-type and roll-up type trailer doors as needed in the pickup and delivery of freight.
26. 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.
27. Understands and is able to implement safe efficient freight handling and lifting procedures.
28. Can perform the work required in a timely manner and maintain adequate production in order to meet service schedules.

When assigned to city driving, hostling, or dock work, Road Drivers must meet the minimum qualifications of the classification in which they are working.