

# Great Lakes Cold Logistics, Inc.

## Job Description

Position: **Truck Driver**

Scope: This position is responsible for the safe operation of a commercial motor vehicle and its corresponding trailer while in transit to move goods for various customers from point to point.

### **I. Basic Responsibilities:**

- A. **Equipment Maintenance** – Responsible for completing pre-trip and post-trip inspections and documenting those inspections per FMCSA regulations. This includes documentation and reporting to GLCL management any damage as well as maintenance concerns.
- B. **Routing/Directions** – Responsible for selection of practical routing with considerations towards safety, timeliness and directness of route. This includes procurement of safe and efficient directions into facilities for pick-ups and deliveries.
- C. **Fuel Purchase / Recording** – Responsible for proper coding of fuel purchases at fuel pumps while utilizing the Comdata card system. This includes proper documentation of tractor vs. reefer fuel, incorporation of the correct unit number and trip number.
- D. **Fuel and Mileage Reporting** – Responsible for accurate and timely reporting of all fuel and mileage data while utilizing available trip reports.
- E. **Hours of Service** – Responsible for accurate and timely reporting of all hours of service data per FMCSA regulations.
- F. **O,S&D Management** – Responsible for proper reporting of overages, shortages and damages to GLCL customer service department prior to leaving a facility.
- G. **Driving** – Responsible for the safe operation of a commercial motor vehicle and its trailer while following all applicable local, state and federal traffic and regulatory guidelines and laws.
- H. **Customer Service Communications** – Responsible for communicating with GLCL customer service department relating to arrival and departure times from various stops, incorporating positive and professional relations with shippers and receivers and also responsible for proactively identifying any issues that may ultimately impact GLCL or GLCS service.
- I. **Paperwork Procedures** – Responsible for turning in all load documentation in a timely and efficient manner with proper identification. This includes (but is not limited to) bill of ladings, lumber receipts, packing slips, scale tickets, hours of service documentation and fuel and mileage reporting.

### **II. Professional Development Requirements:**

#### **A. Skills**

- 1. Solid communications skills (written & verbal).
- 2. Ability to organize and prioritize a broad range of information, problems, and opportunities.

#### **B. Training**

- 1. Keep up to date on all FMCSA regulations and company policies.
- 2. Attend company-sponsored safety/compliance meetings.

### **III. Qualifications:**

#### **A. Professional**

1. Minimum Class A Commercial Driver License.
2. Minimum 3 years experience operating a Class A commercial motor vehicle.
3. Minimum High School Diploma or GED.
4. Basic understanding of vehicle and brake maintenance required to complete pre/post trip inspections per FMCSA regulations.

#### **B. Personal**

1. Proven team building and interpersonal skills.
2. Comfortable with stressful situations.
3. Comfortable with a small company atmosphere.

### **IV. Physical Demands:**

- A. Sit, stand, crouch, drive, write, cell and landline telephone use.
- B. Minimal lifting, carrying, or other physical work (voluntary basis only).
- C. Potential long hours and weekend work.
- D. Ability to drive long hours.

**I understand that our mission at Great Lakes Cold Logistics, Inc. is to support our warehouses and customers with industry leading logistics and transportation services. Because of our commitment to customer service / satisfaction and to the training and development of our people, my actions will exemplify integrity, service, stewardship, involvement, and excellence.**

Please complete below showing you understand and can comply with this job description.

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Print Name

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Signature

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Date