

**I. JOB SUMMARY**

The Transport Driver is responsible for safely delivering fuel into equipment and tanks at commercial and retail locations, loading and unloading bulk fuels, and completing assigned paperwork. There is exposure to dust, fumes and high noise levels. The Transport Driver is required to drive occasionally in hazardous conditions, including weather, and tight quarters. Maintain compliance with all DOT, Campo & Poole Distributing safety policies, procedures and practices.

**II. DUTIES AND RESPONSIBILITIES****A. Operations**

1. Complies with all Department of Transportation (DOT) regulations and Company policies, procedures, and practices, including Safety Rules and Regulations
2. Maintains accurate inventory control
  - i. Ensures truck is loaded properly with correct fuels for each drop location
  - ii. Delivers products in correct quantities as instructed by Dispatch.
  - iii. Loads fuel as instructed at designated truck rack
  - iv. Completes documentation consisting of Bills of Lading (BOL), Inventory, DVCR's (Pre and Post Trips), Orders, and Fuel Ticket copies. Ensures fuel tickets match orders
3. Performs general maintenance on truck during shift, including but not limited to: checking oil and fuel levels.
4. Completes Pre-Trip procedure and ensures spill kit, fire extinguisher, and truck permit paperwork are on/in the truck.
5. Completes work as assigned by Dispatch. Completes route as assigned in an efficient and safe manner.
6. Perform other duties and responsibilities as assigned.

**B. Safety and Quality**

1. Avoids overfills, spillages or mixes during deliveries or while loading and unloading.
2. Deliveries are made in an efficient and safe manner.
3. Minimizes delays on routes.
4. No tickets or moving violations.
5. Customer is satisfied with work performance (evidenced by lack of complaints).
6. Truck is neat, clean and in proper operating condition at the end of each shift. Informs Maintenance of any vehicle issues.
7. Paper work and reports are up-to-date and accurate.
8. Dispatch is continually kept informed of any potential problems with customers, jobs, delivery deadlines, accidents, tickets, injuries or other relevant matter.
9. Informs Dispatch immediately of any DOT fines, citations, or other relevant issues

**C. Professionalism**

1. Maintain confidentiality in matters relating to pricing, proprietary information, suppliers, and customers.
2. Interact positively with teammates/customers/vendors with a variety of developmental and sociocultural backgrounds.
3. Relay information appropriately over telephone, computers, and other communication devices.
4. Strive to offer high levels customer service at to all clients.
5. Demonstrate patience during load/wait times/traffic.
6. Conduct yourself as a professional when representing Campo & Poole Distributing.

**D. Teamwork**

1. Work closely with other Campo & Poole Distributing, Energy Transport, and PC Energy employees to help ensure that organizational goals and objectives are met.
2. Report to appropriate personnel regarding assignments, projects, etc.
3. Maintain professional relationships and convey relevant information to other members of the team, customers, vendors, and contractors.
4. Report to work on time and as scheduled.

**III. JOB REQUIREMENTS**

- A. High School diploma or equivalent.
- B. Valid Class A Commercial Driver License with proper endorsements (hazmat, tanker, etc.) required.
- C. Clean driving record required.
- D. Must be able to pass pre-employment and supplier/vendor/client required background checks.
- E. Ability and willingness to work a flexible schedule as dictated by business needs (Saturdays, before 8AM, after 5PM, etc.).
- F. Experience driving in snow, ice, tight corners, and other weather conditions.
- G. Must be competent at basic math to verify quantities and volumes.
- H. Must be able to read and understand road signs, instructions, routes and other paperwork.
- I. Ability to complete tasks independently without constant managerial oversight.
- J. Ability and willingness to demonstrate and maintain competencies as required for the position.

**IV. WORKING ENVIRONMENT**

Risk of exposure to:

- Mechanical/Electrical  
 Other:

- Hazardous Materials  
 Other:

- Odors, Chemicals  
 Other:

**V. PHYSICAL REQUIREMENTS**

- A. The ability to lift 40-50 pounds regularly
- B. The ability to respond quickly to sounds
- C. The ability to move safely over uneven terrain or in confined spaces
- D. The ability to see and respond to dangerous situations
- E. The ability to safely climb ladders while carrying 40 pounds
- F. The ability to work in extreme weather
- G. The ability to wear personal protective gear correctly most of the day