



Position Title: Home Pick Up Driver

Status: Hourly, Full-time

Supervised by: Donation Center Coordinator

Supervises: None

**Position Summary:**

Truck Driver is responsible, through the utilization of appropriate equipment, personnel and procedures for the gathering of the Agency's contributed goods, the distribution of goods to stores and House of Refuge, the cleanliness of company vehicles, and any other transportation needs.

**Duties and Responsibilities:**

- To effectively execute all transportation requests, home pick-ups and deliveries.
- To work effectively with personnel, staff or clients, as may be assigned.
- To be familiar with client rehab plans and to participate, as appropriate, in carrying out the objectives of individual rehab plans.
- To follow through with all paperwork required for Vocational Rehabilitation Services.
- To maintain a neat and clean appearance and deal respectfully and effectively with the donating public.
- To adhere to General Rules for Drivers and Rules for Safeguarding and Security of Donations.
- To inspect assigned truck on a daily basis as per inspection sheet.
- To directly supervise and aid in the safe loading and unloading of assigned trucks. Maintain the security and careful handling of all goods.
- To accurately complete all paper work required for the efficient flow of records
- To participate in training programs or experiences that may be helpful in the development of job skills or a general understanding of the agency.
- To participate in general staff, departmental or other meetings as may be assigned.
- To be responsible for other duties as from time to time may be assigned.

## **Qualifications**

- Education
- High school diploma or equivalent preferred.
- Minimum of two years' responsible driving work history.
- Ability to drive a medium duty vehicle and a tractor/trailer combination.
- Ability to plan and execute jobs independently.
- Knowledge necessary for job performance
- Basic truck maintenance.
- Basic knowledge of truck safety, including the ability to recognize hazards.
- Other
- Physically capable of "heavy work". Heavy work is defined as capable of lifting up to 100 lbs. with frequent lifting and/or carrying of objects up to 50 lbs. Unrestricted for walking and/or standing.
- Acceptable driving record.
- Appropriate appearance for dealing with the public.
- Acceptable mandated drug testing results, per D.O.T. regulations

Updated: June 2018