

GEORGE C. STAFFORD & SONS INCORPORATED

WHOLESALE DISTRIBUTORS

JOB DESCRIPTION

Position Title:	TT Driver
Department/Location	Laconia, Court Street Office
Reports to	Dispatcher/Operations Manager
Status	Non-Exempt

Summary:

Responsible for transporting petroleum products to and from specified locations. This includes driving a combination tanker vehicle to a destination while applying your knowledge of commercial driving regulations and area roads, preparing receipts for delivered product and collecting payment when required, and maintaining contact with office to receive/report any changes in your route.

Essential Duties / Responsibilities:

- Pick up petroleum products at wholesale supplier terminals and deliver to company and dealer accounts in accordance with dispatching schedules and routes.
- Perform loading and unloading functions as required of this position by lifting, carrying and hooking up the necessary hoses to the truck, tanks and fittings.
- Promptly inform dispatcher of any problems encountered in the field, including, but not limited to, customers, terminals, equipment or any matters of concern that pertain to safety and/or security.
- Always be aware of your surroundings and work safely to protect and prevent any potential accident or liability.
- Notify company personnel, as outlined in the company security plan, of any accident, problem or suspicious activity involving any company property, equipment or personnel. If there is an accident do not remove the vehicle from the scene unless instructed to do so by a company official or the police. Be sure to obtain names, addresses, and phone numbers of any persons who may have witnessed the accident.

- Always maintain proper records and log(s) as required.
- Perform all duties in conformance with appropriate safety and security standards.
- Always be aware that our drivers represent Stafford companies. When you are driving company vehicles, are on the premises of customers or you are at the terminals, please act in accordance with Stafford's guidelines.
- Ensure that assigned vehicle is kept clean and in good operating condition. Check fluids daily. Report any defects immediately so repairs can be made.
- Always wear provided company uniform and present a neat, courteous and respectful image to our customers.
- Perform any other duties as directed by dispatcher and/or management.
- Adhere to all company policies, procedures, and practices.

Job Impact

- A driver's conduct and attitude directly reflect on Stafford Oil's image in the community. Being polite and courteous leaves lasting, favorable impressions. Drivers are expected to conduct themselves accordingly.

Job Authority

- Drivers have full authority to carry out the duties and responsibilities required in this job description.

Qualifications / Demonstrable skills:

- CDL A license with a Tank and Haz Mat Endorsement
- Minimum of one year Tractor Trailer driving experience
- Ability to work alone or with minimal supervision.
- Ability to get along with others.
- Ability to communicate effectively with customers, co-workers, vendors, and management.

Education / Experience:

High School diploma or GED preferred

Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Stafford Companies Mission Statement:

To provide our customers with quality products at a fair price; to provide service in a manner that respects all customers; to treat our customers and employees with consideration; to care for the environment and support the community in which we live.

Essential Physical Requirements

Tractor Trailer Driver

Work Schedule: _____

Number of Hours per Day:

8-10

Number of Hours per Week:

5

Be available to work additional hours as needed

Job Requires: _____

Maximum Lifting/Carrying

75 Lbs.

Frequent Lifting/Carrying of:

25 Lbs.

Approximate Ground to Overhead Maximum:

n/a

Repetitive Motion:

Required Repetitive Motion? (Check all that apply)				
	Wrist	Elbow	Shoulder	Ankle
Right	X	X	X	X
Left	X	X	X	X

JOB REQUIRES:

Amt of Time Spent:

	Continuous 100%-67%	Frequent 66%-34%	Occasional 33%-1%
Bending		X	
Kneeling		X	
Squatting			X
Climbing			X
Standing		X	
Walking		X	
Sitting	X		
Reaching		X	
Driving	X		
Fine Motor Skills			X
Lifting/Carrying			X
Twisting		X	
Writing/Data Entry			X