



## Job Description

<b>Position:</b>	<b>LP Delivery Driver</b>	<b>Department:</b>	<b>LP</b>
<b>Reports To:</b>	<b>Propane Manager</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>

### Position Summary

LP Delivery Drivers transport and deliver petroleum products to customers by applying knowledge of commercial driving regulations and professional navigation of the assigned territory. LP Delivery Drivers are responsible for transporting and delivering propane to designated locations in an efficient, prompt, and safe manner. Duties include; loading, securing, transporting, delivering, and unloading propane, verifying loads to shipping documents, maintaining record of duty status according to state and federal regulations, and performing pre-trip and post-trip inspections.

### Essential Functions/Responsibilities

1. Perform safe, legal, and timely operation of a commercial motor vehicle to transport product from origin to destination; Meet all DOT requirements
2. Perform pre-trip and post-trip inspections on equipment used for the transportation of hazardous materials. Inspect vehicle for needed equipment, supplies, and maintenance to ensure safe operating condition before, during, and after trips; perform minor repairs and report according to company policy
3. Verify shipping documents and accurately complete and process all necessary paperwork related to commercial vehicle operation and assigned product transport
4. Effectively and safely operate the assigned vehicle at varying speeds in difficult situations, such as heavy traffic, inclement weather and in or out of tight loading and unloading areas. Must be able to back up equipment in all types of weather and conditions. This includes going forward and backing up long distances, around corners, and in and around very tight corners in all situations
5. Maintain records required for compliance with state and federal regulations including driver's record of duty status, mileage records, and other records required by law
6. Perform all duties in accordance with company policies and procedures, and comply with all federal, state and local regulations for the safe operation of a commercial motor vehicle
7. Report all accidents involving driver or company equipment according to company policy
8. Follow and meet time and delivery requirements by adhering to pick-up and delivery schedule to contribute to operational effectiveness
9. Promptly report any delays due to break downs, weather or traffic conditions or other emergencies, or in the event of irregularities relating to pickup or delivery; Report highway safety hazards noted in route
10. Establish and maintain effective customer relations by meeting or exceeding customer expectations; Contribute to positive company image at all times through excellent customer service and appearance

### Non-Essential Functions/Responsibilities

1. Performs other duties and responsibilities as requested by authorized personnel

## Qualifications

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### Education/Training Requirements

- High School diploma or equivalent required

### Experience Requirements

- Previous commercial driving experience preferred, willing to train
- Experience driving a manual transmission required
- Knowledge of all Federal Motor Carrier Safety Regulations required

### Licensing/Certification Requirements

- Valid commercial Class A or B CDL with Tanker and Hazmat Endorsements required
- Must meet or exceed the medical standards of the US Dept. of Transportation
- Must satisfactorily pass a drug test per DOT requirements
- Must satisfactorily pass an alcohol test per DOT requirements

### Skills/Abilities Requirements

- Must have the ability to read, write and perform simple mathematical calculations with mental ability to handle receipts; read maps, road signs, maintain record of duty status
- Must be willing to adapt to technology changes and changes to industry standards
- Must have working knowledge of vehicle safety and control systems
- Must have knowledge of dot regulations governing safe driving, hours of service, inspection and maintenance

## Physical Demands

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<b>Stationary Position</b>	Must be able to maintain a stationary position for up to 11 hours while driving for an aggregate period of up to 11 hours.
<b>Operate</b>	Constantly operates an LP Delivery Truck. <ul style="list-style-type: none"><li>• Must be able to shift manual transmission and operate foot pedals.</li><li>• Must be able to enter and exit the truck cab frequently. Cab floor level is generally from 36 to 66 inches above ground level, with entry and exit achieved with the assistance of various configurations of steps and hand-holds; also requires occasional bending, climbing, squatting and balancing.</li><li>• Must be able to occasionally reach above shoulder level; bend at waist level and below waist level for maneuvering and directing the controls to operate the truck.</li><li>• Must be able to lift up to 100 pounds on an occasional basis</li><li>• Must be able to climb ladders located on trailers, in addition to climbing ladders on equipment at loading and delivery sites as required.</li><li>• Must be able to spend at least 50% of the day standing and 50% of the day walking on surfaces such as bare ground, gravel, concrete, wood and metal.</li></ul>

	<ul style="list-style-type: none"> <li>• Open and close cargo doors, climb into and out of vehicles, fuel vehicles and check oil and coolant levels.</li> <li>• Must be able to maneuver fuel hoses in, around and through all types of equipment and environment as required.</li> </ul>
<b>Communicate</b>	This position occasionally communicates with customers regarding billing and LP related questions. Must be able to exchange accurate information in these situations.
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>• Drivers may spend up to 50% of time out of doors exposed to potentially difficult environmental conditions. Exposure to extreme heat/cold, fumes, and gases is common.</li> <li>• Job hazards include frequently working near moving mechanical parts, occasionally working in precarious places, and exposure to fumes and airborne particles.</li> <li>• Drivers may be subject to irregular work schedules, temperature, weather, and outside environment extremes, long trips, short notice for assignment of a trip, tight delivery schedules, delays in-route and other stresses and fatigues related to driving a large commercial motor vehicle on crowded streets and highways in all kinds of weather.</li> <li>• Drivers typically spend 50%-60% of duty time in the cab of a truck. While driving, operators are exposed to noise and vibration levels which may be higher than those typically experienced in passenger cars.</li> </ul>

## Acknowledgement

I have read and understand the job description for my position. I am able to perform all the essential functions for this position. I understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

I agree to comply with the company handbook and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor. I will strive to uphold the mission and vision of the organization.

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Employee Signature

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Date

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Employee Name (Printed)