



Driver Job Description Acknowledgment Form

Statements in this job description do not necessarily represent an exhaustive list of all responsibilities, skills, duties requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Associated Petroleum Products, Inc. management reserves the right to revise the job to require that other or different tasks be performed as circumstances change.

This certifies that I have read the job description, and I am capable of performing all tasks, which are pertinent to the job.

Applicant Print Name _____

Applicant Signature _____ Date: _____

Safety Representative _____ Date: _____

Please include this page with your completed application. Your application will not be processed if not signed and included with application.



DRIVER JOB SUMMARY AND PURPOSE

To transport and deliver petroleum products to customers by applying knowledge of commercial driving regulations and roads in the area. The truck driver will be responsible for driving to and from designated locations, verifying loads to shipping papers, maintaining record of duty status according to state and federal regulations, and performing pre-trip and post-trip inspections.

JOB DUTIES:

- Climb ladders to check holding tanks on equipment.
- Inspect truck for defects and safe operating condition before, during and after trips and submit a written report on the condition of the truck at the end of each trip or tour of duty.
- check shipping papers to determine the nature of load and to check for accuracy.
- install and remove tire chains as required by weather conditions.
- Drive truck to and from designated destinations of up to 11 hours. Also, driver required to climb in and out of the truck cab frequently.
- Apply knowledge of commercial driving and skills in maneuvering 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.
- Requires drivers to be able to bend, stoop, kneel, pull and push all types of hoses and equipment required to do job.
- 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.
- 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.
- Report all accidents involving driver or company equipment.
- Report highway safety hazards noted enroute.
- 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 of cargo.
- Maneuver fuel hoses in, around and through all types of equipment as required.

ACCOUNTABILITIES:

- Safe and legal operation of a commercial motor vehicle.
- Safe and timely transportation of freight from origin to destination.

- Operate controls for unloading product at processing plant.
- Proper handling and accurate completion of all necessary paperwork related to truck operation and freight movements.
- Professional representation of the company and the trucking industry through responsible driving and appearance.

JOB SPECIFICATIONS

ELIGIBILITY REQUIREMENTS:

- Must possess a valid commercial class a or b driver's license with tanker and hazmat endorsements.
- Must have previous commercial driving experience, or have graduated from an accredited commercial driving school.
- 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, etc.
- 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.
- **Must be available for around the clock trips to accommodate freight movements** and must be available for irregular shifts.
- Must meet or exceed the medical standards of the US Dept. of Transportation
- Must satisfactorily pass a drug test.
- Must satisfactorily pass an alcohol test (if applicable)

PHYSICAL REQUIREMENTS:

- Must be able to sit and remain alert while driving for an aggregate period of up to 11 hours.
- Must be able to shift manual transmission and operate foot pedals.
- 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.
- 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.
- Must be able to install and remove tire chains when required due to inclement weather.
- Must be able to climb ladders located on trailers, in addition to climbing ladders on equipment at loading and delivery sites as required.

- 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.
- Open and close cargo doors, climb into and out of vehicles, fuel vehicles and check oil and coolant levels.
- Must be able to maneuver fuel hoses in, around and through all types of equipment and environment as required.

WORK ENVIRONMENT:

- Drivers may spend up to 50% of time out of doors exposed to potentially difficult environmental conditions.
- 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 enroute and other stresses and fatigues related to driving a large commercial motor vehicle on crowded streets and highways in all kinds of weather.
- 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.