

DHX - Oahu

Job Title: Driver - Non CDL

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Traffic

Reports To: Traffic Manager

Job Summary

JOB SUMMARY:

- 1) Ensuring the freight is loaded onto the truck in a safe manner and in an order which will facilitate delivery.
- 2) Delivering the freight and obtaining appropriate and complete documents upon delivery.
- 3) Determining Equipment is safe to drive and up to legal standards.

Essential Duties

- 1) Receives unsigned delivery receipts from Dispatcher (receipts will be grouped in order of deliveries) and/or steamship bill of lading and delivery manifest and compares the two for order of deliveries and completeness of paperwork.

- 2) Determines special requirements/priorities of deliveries or drays after discussing same with Dispatcher.

- 3) Determines cargo is secure on the vehicle, verifying all counts/consignees and that proper and complete paperwork is in his possession prior to leaving terminal.

- 4) Delivers the freight. Prior to off loading freight:
 - A) Obtains freight charges and/or COD check and documents as required.
 - B) Verifies amount and date of check and ensures appropriate type of check (cash, certified check, money order or company check) is received.
 - C) Obtains original B/L's for Order to Notify or Letter of Credit as needed.

After unloading freight:

- A) Obtains proof of delivery signed by both driver and consignee Note: Proof of deliveries signed "Subject to Count" or "Subject to Inspection" are not acceptable.

- 5) Upon completion of route, returns all documentation, checks, etc., to dispatcher.

- 6) Completes driver manifest while on route and turns into Dispatcher daily.

- 7) Contacts office immediately on any problems involving driver service, lack of documents, payment or count discrepancies.
- 8) IS ALWAYS COURTEOUS TO CUSTOMER.
- 9) Completes vehicle inspection report daily, reporting any potential problems or safety hazards to Dispatcher.
- 10) Ensures necessary equipment is on truck to allow proper delivery/handling of the cargo.
- 11) Does minor maintenance on assigned vehicle.
- 12) Assists in unloading containers, cleaning terminal and yard, etc., if no deliveries are scheduled or deliveries for the day are complete.
- 13) Returns keys to vehicle to Dispatcher at the end of the work day.
- 14) Determines bobtail/container is properly placarded.
- 15) Performs other duties as assigned by the Dispatchers and Transportation Manager.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires a high school diploma (or GED or high school equivalence certificate) and 1 month to 3 months of previous experience.

Behavioral Characteristics

- Persistence -- Job requires persistence in the face of obstacles.
- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Concern for Others -- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Self Control -- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling

obligations.

- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.
- Integrity -- Job requires being honest and ethical.

Certification and Licensing

- Valid Drivers License