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 of 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