



## Position Description

**Position Title:** Driver  
**Department:** MVP/J5 Transport  
**Reports To:** J5 Driver Manager  
**FLSA :** Non-Exempt

**SUMMARY:** MVP/J5 driver position is responsible for safe loading, transportation, and delivery of products for all MVP and J5 companies. Including, but not limited to fuel, gasoline, propane, propane cylinders, oils/lubricants, and waste products. Driver is responsible for performing all work in a safe manner following SOP's developed by MVP/J5, as well as the customer. Driver is also responsible for maintaining bill of sale, driver log books, operating electronic in cab electronic e-logs, and point of sales. Furthermore driver is responsible for maintaining a clean and safe truck/equipment, reporting any and all deficiencies as required to the Fleet Service Manager. Regular schedule Monday-Friday, every other Saturday and rotating on call Sundays.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform truck and equipment Pre-trip and Post-trip inspections
  - Fill out and document inspections on paper forms.
  - Report all deficiency's to fleet service manager
- Transportation of loads
  - Safely load products at terminals, bulk plants, warehouse, etc in accordance with all regulations.
  - Transport loads to customer
  - Safe Delivery of product to customer
  - Observe all safety guidelines
- Documentation
  - Fill out driver log books
  - Provide customers with invoice/bill of lading
- Electronic documentation
  - Use in truck logs, and smart truck systems.
- General care and maintenance of yard, building, and equipment
  - Perform duties to aid in general operations of needs of MVP/J5 properties.

### EDUCATION AND EXPERIENCE:

- Good command of the English Language, both written and spoken,
- Sound organizational and interpersonal skills
- Ability to work independently,
- Physically fit – ability to pass job function test
- Maintain clean driving record with Class A or B license, including haz-mat, and tanker endorsements
- Represent the company positively to customers, and the public

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_