



Example of Company Driver Job Description

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Our company is growing rapidly and is hiring for a company driver. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for company driver

- Driving a company car, or van (15 passenger or smaller) to designated locations, transporting employees and/or supplies
- Perform daily inspections of vehicle before and after trips
- Comply with all company policies, processes and procedures including company Bio-Security Policy
- Meet all Department of Transportation requirements, rules and regulations and drive in a safe manner
- Report accidents immediately to supervisor or transportation department, requesting police or ambulance service as needed
- Maintain vehicle cleanliness, washes and disinfects as needed following the company's biosecurity guidelines
- Observe all company rules, regulations, applicable state laws and local ordinances and represent the company in a positive manner at all times
- Able to communicate effectively with employees and report any issues / concerns to supervisor
- Bilingual skills (English / Spanish) preferred, but not required
- Keeping a positive brand image and providing excellent customer service

Qualifications for company driver

- Minimum of 2 years' Tractor/Trailer driving experience with one year being current
- Must complete driver safety school (Cushing or OKC) prior to driving company vehicle

- Must be knowledgeable in Metro Manila, Cavite, Laguna routes
- Minimum of 1.5 years of safe driving experience