



# Example of Driver Job Description

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Our company is growing rapidly and is looking for a driver. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for driver

- Complies with Facility safety rules
- Stocking inventory
- Pulling parts from stock to fill orders
- Delivering orders to customers or picking up product returns
- Keep all invoices in order
- Assist customer with their needs
- Follow all guidelines and regulations for hauling grain, feed, seed, fertilizer, other bulk liquid products
- Follow all guidelines and regulations for hauling petroleum, packaged grease and lube
- Drive vehicles through the lanes on Sale Day
- Receive and provide appropriate documentation for the delivery of goods to ensure timely service

## Qualifications for driver

- High school diploma or has passed a General Education Development (GED) test
- Complete a full criminal background investigation to include fingerprints, and NCIC/NLET check to determine criminal history
- One year experience in a related field
- Personal vehicle available for company business

- Must be able to meet company standards regarding automobile insurance