



# Example of OTR Driver Job Description

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Our company is growing rapidly and is looking for an OTR 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 OTR driver

- Cross trains on all work stations within department
- Assists to load and unload trailers, and with storage and placement of materials
- Verifies finished product prior to shipment
- Prepares shipments according to approved methods
- Check and assist in the unloading of the trailer
- Maintain an accurate DOT log
- Ensure safety and compliance of load
- Maintains DOT logs daily and complies with all other DOT procedures/regulations
- Conducts Pre-trip and Post-trip inspections of tractor and trailer units, in compliance with DOT regulation
- Perform basic vehicle maintenance tasks, such as adding oil, fuel, radiator fluid and/or performing minor repairs as needed

## Qualifications for OTR driver

- Ability to train/mentor new drivers
- Must have at least 200,000 miles and 2+ years' experience
- Must have a satisfactory CSA score driving record and be able to pass DOT physical and drug screens
- Occasionally lifts heavy objects

- A minimum of two (2) years tractor trailer road experience