



Job Description / Training Checklist
Truck Driver – Class “D”
Transportation

Document #JDTC-80-001

Revision No: 1
 Revision Date: 10/30/18
 Issue No: 1
 Issue Date: 11-8-07
Page: Page 1 of 3

Position: Truck Driver Class “D”

Minimum Qualifications:

Education and experience equivalent to the completion of high school. Training and experience may be used in lieu of educational requirements.

Key Responsibilities:

Load, secure, and/or deliver items as determined by Transportation Supervisor. Maintain vehicles in required operating condition. As a representative of LMF, must treat all customers in a professional manner.

DOT Requirements per Federal Motor Carrier Safety Regulations (FMCSR) :

1. Must be 21 years of age. (Note: LMF insurance carrier requires minimum age of 21.)
2. Must read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries and to make entries on reports and records.
3. Can by reason of experience, training, or both, safely operate the type of motor vehicle he drives.
4. Must have a DOT medical certification to operate a CMV (commercial motor vehicle).
5. Has a current valid commercial motor vehicle operator’s license issued only from one State or jurisdiction
6. Has prepared and furnished the motor carrier with a list of violations or the certificate as required by Section 391.27 of the Federal Motor Carrier Safety Regulations
7. Is not disqualified to drive a motor vehicle under the rules in Section 391.15 of the Federal Motor Carrier Safety Regulations
8. Has successfully completed a driver’s road test and has been issued a certificate of driver’s road test in accordance with Section 391.31, or has presented an operator’s license or a certificate of road test which the motor carrier that employs him has accepted as equivalent to a road test in accordance with Section 391.33 of the Federal Motor Carrier Safety Regulations. (Note: In-short LMF will only accept a valid operator’s license.)
9. Entry level drivers must complete training as required in Section 380 of the Federal Motor Carrier Safety Regulations.

Equipment / systems:

1. Bobtail
2. 1 ton
3. ¾ ton
4. Pickup
5. Fork truck
6. Telephone

Accountabilities:

1. Adhere to all plant and shop safety rules.
2. LMF Quality System.
3. Follow instructions, written and verbal.
4. Adhere to all highway safety rules and regulations.
5. Perform routine maintenance inspections of vehicles and arranges for other repairs as necessary.
6. Perform related tasks, including loading or unloading of materials.
7. Secure loads (packing, padding, blocks, tie ropes, chains, straps, etc.).
8. Proper record keeping (delivery receipts, logs, maintenance records, etc.).
9. Obtain customer’s signature on shipper and turn in to office in a timely manner.
10. Complete deliveries in a competent and timely manner.
11. Communicate with proper LMF personnel concerning customer concerns.
12. Performs other related duties as assigned at discretion of supervisor.

Reviewed / Approved By:	Title:	Date:
	President	
Prepared By: Norman Hinton	Quality Assurance Manager	10/30/18



Job Description / Training Checklist
Truck Driver – Class “D”
Transportation

Document #JDTC-80-001

Revision No: 1
 Revision Date: 10/30/18
 Issue No: 1
 Issue Date: 11-8-07
Page: Page 2 of 3

Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received
			1. Follows all Plant and Shop Safety Rules.
			2. Reviewed and understands LMF Handbook.
			3. LMF Quality System.
			4. Satisfactorily performs all routine maintenance inspections.
			5. Properly loads and/or secures materials.
			6. Adheres to all highway safety laws/rules.
			7. Meets all DOT requirements per Federal Motor Carrier Safety Regulations:
			<input type="checkbox"/> 1 - At least 21 years old.
			<input type="checkbox"/> 2 - Must read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries and to make entries on reports and records.
			<input type="checkbox"/> 3 - Can by reason of experience, training, or both, safely operate the type of motor vehicle he/she drives.
			<input type="checkbox"/> 4 - Must have a DOT medical certification to operate a CMV (commercial motor vehicle).
			<input type="checkbox"/> 5 - Has a current valid commercial motor vehicle operator's license issued only from one State or jurisdiction.
			<input type="checkbox"/> 6 - Has prepared and furnished the motor carrier with a list of violations or the certificate as required by Section 391.27 of the Federal Motor Carrier Safety Regulations.
			<input type="checkbox"/> 7 - Is not disqualified to drive a motor vehicle under the rules in Section 391.15 of the Federal Motor Carrier Safety Regulations.
			<input type="checkbox"/> 8 - Successfully passed a road test administered by a qualified LMF Class “A” truck driver. Test must be conducted in accordance with Federal Motor Carrier Safety Administration section 391.31, subpart D – Tests. Note: must have certificate of completion on file (sample located in 391.31 referenced above).
			<input type="checkbox"/> 9 - Entry level Drivers (a driver with less than one year of experience operating a CMV with a CDL in interstate commerce) - Has completed training as required in Section 380 of the Federal Motor Carrier Safety Regulations (section 380.503).
			<input type="checkbox"/> - (a) <i>Driver qualification requirements.</i> The Federal rules on medical certification, medical examination procedures, general qualifications, responsibilities, and disqualifications based on various offenses, orders, and loss of driving privileges part 391, subparts B and E.
			<input type="checkbox"/> - (b) <i>Hours of service of drivers.</i> The limitations on driving hours, the requirement to be off-duty for certain periods of time, record of duty status preparation, and exceptions (part 395). Fatigue countermeasures as a means to avoid crashes.



Job Description / Training Checklist
Truck Driver – Class “D”
Transportation

Document #JDTC-80-001

Revision No: 1
 Revision Date: 10/30/18
 Issue No: 1
 Issue Date: 11-8-07
Page: Page 3 of 3

			<input type="checkbox"/> - (c) <i>Driver wellness</i> . Basic health maintenance including diet and exercise. The importance of avoiding excessive use of alcohol.
			<input type="checkbox"/> - (d) <i>Whistleblower protection</i> . The right of an employee to question the safety practices of an employer without the employee’s risk of losing a job or being subject to reprisals simply for stating a safety concern (29 CFR part 1978).
			8. Driver Qualification File is created, maintained and certified in accordance with Part 391.51 of the Federal Motor Carrier Safety Regulations. This file certifies item numbers 1-9, under heading 7 above, and other investigative information on the driver.
			<input type="checkbox"/> - Driver’s application for employment (49 CFR 391.21)
			<input type="checkbox"/> - Inquiry of previous employers – 3 years (49 CFR 391.23(a) (2) & (c))
			<input type="checkbox"/> - Driving record from State agencies – 3 years (49 CFR 391.23(a) (1) & (b))
			<input type="checkbox"/> - Driving record from State agencies – Annual (49 CFR 391.25(a) & (c))
			<input type="checkbox"/> - Annual review of driving record (49 CFR 391.25(b) & (c))
			<input type="checkbox"/> - Annual driver’s certification of violations (49 CFR 391.27)
			<input type="checkbox"/> - Driver’s road test certificate (49 CFR 391.31)
			<input type="checkbox"/> - Medical Examiner’s certificate (49 CFR 391.43)
			9. Communicates customer concerns/complaints to proper LMF management.
			10. Maintains inspection reports and trip logs in accordance to LMF, state and federal regulations.
			11. Completes deliveries in a competent and timely manner.
			12. Turns signed shippers in to office in a timely manner.

Other important information:

- Never use an obsolete revision of an Operating procedure, work instruction, form, Job Description, or Training Checklist. If in doubt, the current revision status of a document is available in the Quality System Binder, located in the “yellow” MSDS cabinet, or on the departments current computer ‘Server’ drive.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn’t right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed above and am comfortable that I can safely perform the tasks specified on my Job Description.

 Employee’s Signature Date

 Sponsor’s Signature Date

 Foreman Date