

2408 U.S. Hwy 59  
Ida Grove, IA 51445



Phone: 712-364-3534  
Fax: 712 364-2234

## **DRIVER HIRING GUIDELINES**

- Minimum age of 23
- Minimum of one year verifiable tractor-trailer driving experience
- No more than three moving violations combined in the past three years as listed on the MVR/PSP
- No “serious” violations in the past three years as listed on the MVR/PSP. Serious violations include: excessive speeding 15 mph over the limit; improper or erratic lane change; following too close; a violation arising in connection with a fatal accident; driving a CMV without a CDL; driving a CMV without a CDL in the drivers possession; driving a CMV without the proper class of CDL and/or endorsements for the specific vehicle being operated; violating a state or local law or ordinance on motor vehicle traffic control prohibiting the use of a handheld mobile telephone while driving a CMV.
- No DWIs, drug or alcohol convictions and/or reckless driving violations in the past five years as listed on the MVR/PSP
- No more than three preventable accidents in the past three years as listed on the MVR/PSP and/or driver application
- No serious preventable crashes in the past three years as listed on the MVR/PSP and/or driver application. Serious crashes include: at fault rear-end collision; rollover; jackknife; head-on collision, etc.
- No more than three jobs in the past twelve months

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## **TRUCK DRIVER JOB DESCRIPTION**

- Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations to transport and deliver products
- Check vehicles to ensure that mechanical, safety and emergency equipment is in good working order
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles
- Maintain logs of working hours of vehicle service or repair status following applicable state and federal regulation
- Inspect loads to ensure that cargo is secure
- Drive trucks to weigh stations before and after loading and along routes in compliance with DOT regulations
- Perform basic vehicle maintenance tasks, such as adding oil, fuel or radiator fluid or performing minor repairs
- Operate equipment, such as truck cab computers, CB radios, phones, or global positioning systems (GPS) equipment to exchange necessary information with bases, supervisors, or other drivers
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned
- Read and interpret maps to determine vehicle routes
- Check all load-related documentation for completeness and accuracy
- Collect pickup and delivery instructions from appropriate sources, verifying instructions and routes
- Couple or uncouple trailers by changing trailer jack positions, connecting or disconnecting air or electrical lines, or manipulating fifth-wheel locks
- Obtain receipts and/or signatures for delivered goods and collect payment for services when required
- Crank trailer landing gear up or down to safely secure vehicles
- Check conditions of trailers after contents have been unloaded to ensure there has been no damage
- Read bills of lading to determine assignment details
- Remove debris from loaded trailers
- Plan or adjust routes based on changing conditions, using computer equipment, global positioning systems (GPS) equipment, or other navigation devices to minimize fuel consumption
- Load or unload trucks or help others with loading or unloading, using special loading-related equipment or other equipment as necessary
- Secure cargo for transport, using blocks, chains, binders, straps, or load locks
- Inventory and inspect goods to be moved to determine quantities and conditions
- Perform emergency roadside repairs, such as installing light bulbs, tire chains, etc.
- Give directions to laborers who are packing goods and moving them onto trailers
- Ability to work safely, independently and as a team