



Title: Driver

Schedule: Regular, Full-time

Department: Supply Chain

FLSA: Exempt

Reports to: Transportation Director

Ministry Function:

Drivers support the ministry of Convoy of Hope by providing safe and reliable transport for all COH product moved by truck.

Essential Duties and Responsibilities:

<i>Time</i>	<i>Frequency</i>	<i>Description</i>
1.	As assigned	Serve as primary truck driver for all types of COH's driving needs; e.g. outreaches, disaster responses, supply lines, and procurement loads.
2.	As needed	Over the road driving up to 6 days a week at times. Ability to drive full legal HOS work week.
3.	As needed	Lead and direct grocery distribution at outreaches.
4.	As needed	Assist in warehouse functions; e.g. unloading, product inventory, loading, and staging loads.
5.	As requested	Assist with other duties as requested.

Required Knowledge, Skills, and Abilities:

1. Current Missouri Class A Commercial Driver's License and previous experience driving class 8 tractor/trailers. Current D.O.T physical card and knowledge of D.O.T. regulations for log book, hours of service, safety requirements, etc.
2. Must have a safe driving record and be willing to sign off on full background check.
3. 2 years of full-time driving experience is required.
4. Good understanding and physical ability to properly secure all loads.
5. Good knowledge of truck maintenance & pre-trip responsibilities.
6. Ability to drive different shifts of the day as needed, working within the legal HOS parameters.
7. Understanding of legal weight limit in different states. Knowledge on how a trailer needs to be loaded to legally scale the weight on each axle. Physical ability and knowledge on how to shift tandems when needed to adjust weight.
8. Good communication and problem solving skills required. Good understanding of legal truck routes and ability to use trucking atlas.
9. Current forklift license or ability to pass COH forklift exam and ability to operate other warehouse equipment.
10. Physical ability to operated warehouse equipment such as pallet jacks and also able to unload and load trailers when needed.
11. Ability to positively represent the mission and core values of Convoy of Hope to outside constituencies including prospective employees and community members.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position supervises volunteers as needed.

Last Revised: Dec. 7, 2011