



MINISTRY DESCRIPTION

Title: Driver
Department: Supply Chain
Reports to: Transportation Director

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

Our 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:

1. Serve as truck driver for all types of COH's driving needs; e.g. outreaches, disaster responses, Rural Compassion, and procurement loads.
2. Over the road driving with the expectation of travel up to six days a week. Ability to drive up to and including the maximum number of hours allowed by DOT regulations.
3. Comply with all traffic laws, DOT regulations, and COH safety policies.
4. Complete thorough pre-trip inspections on equipment and help maintain equipment through preventative maintenance.
5. Plan routes responsibly and professionally, navigating traffic, weather, and deadline challenges while complying with all safety policies.
6. Lead and direct grocery distribution at outreaches.
7. Assist in warehouse functions; e.g. unloading, product inventory, loading, and staging loads.
8. Assist with other duties as requested.

Required Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required.
2. Current Missouri Class A Commercial Driver's License and previous experience driving class eight tractor/trailers. Current D.O.T physical card and knowledge of D.O.T. regulations.
3. Must have a safe driving record and consent to and pass a full background check.
4. Must be at least twenty-five years old with two or more years of full-time driving experience.
5. Good understanding and physical ability to properly secure all loads.
6. Good knowledge of truck maintenance and pre-trip responsibilities.
7. Ability to drive different shifts of the day as needed, working within the legal HOS parameters.
8. 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.
9. Good communication and problem solving skills required. Good understanding of legal truck routes and ability to use navigation tools such as GPS and a trucking atlas.
10. Current forklift license or ability to pass COH forklift exam and ability to operate other warehouse equipment.
11. Physical ability to operate warehouse equipment such as pallet jacks for loading and unloading trailers as needed.
12. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.

13. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
14. 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: January 27, 2017