

JOB DESCRIPTION	Full Time - Non Exempt
EEOC Code #61 Class A CDL Driver (Atlas Qualified)	Work Week: The standard work day is eight hours per day, five days per week with the standard work week being Monday through Sunday.

JOB CATEGORY: Skilled Craft - #61

REPORTS TO: Operations Manager / Branch Manager

JOB SUMMARY:

Primarily responsible for driving all company vehicles as assigned. Additionally responsible for supervising crew, loading, packing, and inventorying shipments as assigned. Must be able to be qualified and remain qualified to drive by our van line. This includes meeting the requirements of a criminal background check, driving record, physical, drug screen, and any all other information as required by state and federal regulations, by Atlas Van Lines, and by the Company.

SPECIFIC RESPONSIBILITIES AND DUTIES:

Safely drive all company vehicles (owned or rented) as assigned.

Supervise and direct crew in order to efficiently complete job assigned. This includes coordinating who will inventory, pack, and load, and when it will be done.

Calculate charges and collect payment from shipper unless otherwise noted on Bekins Northwest paperwork or by supervisor.

Correctly complete all paperwork for designated job. This includes, but is not limited to Driver's ticket, 1840, DD619, DD619-1, ASP, OSD, pack count sheets, inventories, and customer service sheets.

Must be proficient at packing, loading, inventorying, etc., using methods approved by Bekins Northwest/Atlas Van Lines. This includes loading items on moving van in order to maximize capacity and eliminate any possibility of damage in transporting. Packing items using correct wrapping and boxes required. Inventorying shipments as required, using correct documentation procedures.

Know all moving equipment and proper uses for each including dollies, four-wheelers, lift-gates, piano boards, walk-boards, etc.

Follow all safety procedures and policies set forth by Bekins Northwest. Report all violations of such procedures and policies to supervisor.

Provide and maintain superior customer service.

Work with dispatch daily, in person or by phone as required by the General Manager to check work schedule unless otherwise directed by supervisor. Report to work promptly at dispatched time.

All other duties as assigned.

WORK SITUATIONS:

Variety of duties - work in situations that involve frequent changes of tasks using different techniques, procedures, or degrees of attentiveness without loss of efficiency or composure.

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Dealing with people - work situations that involve interpersonal relationships in a job setting beyond giving and receiving work instructions.

Making judgments and decisions - work situations that involve solving problems, making evaluations, or reaching conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or factual data.

Speaking/signaling - talking with or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers or assistants.

Driving/operating - starting, stopping and controlling the actions of machines or equipment for which a course must be steered, or which must be guided, to control the movement of things or people.

SPECIFIC SKILLS, KNOWLEDGE OR EDUCATION REQUIRED:

Ability to speak and write the English language at least at the high school level is required.

Ability to comprehend and implement oral instructions quickly.

Ability to perform mathematical calculations.

Ability to effectively communicate with fellow employees and/or customers.

Have comprehensive understanding of moving and storage operations including being proficient at packing and loading.

STRENGTH RATING: V-Very Heavy Work - Exerting in excess of 100 pounds of force frequently**, and/or in excess of 20 pounds of force constantly*** to move objects. Physical Demand requirements are in excess of those for Heavy Work.

* Occasionally: Activity or condition exists up to 1/3 of the time.

** Frequently: Activity or condition exists from 1/3 to 2/3 of the time.

*** Constantly: Activity or condition exists 2/3 or more of the time.

ESSENTIAL PHYSICAL DEMANDS:

Each of these physical activities is essential to the job occasionally to frequently. Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, balancing, stooping/bending, reaching, handling and feeling.

Seeing is essential to the job. Seeing is defined as obtaining impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. The major visual functions needed are:

- (1) Acuity far - clarity of vision at 20 feet or more.
Acuity near - clarity of vision at 20 inches or less.

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- (2) Depth perception - three dimensional vision. The ability to judge distance and space relationships as to see objects where and as they actually are.
- (3) Field of vision - the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.
- (4) Accommodation - adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye.

Talking is essential to the job. Talking is defined as the ability to express or exchange ideas by means of the spoken word.

Hearing is essential to the job. Hearing is defined as the ability to perceive the nature of sounds by the ear.

ENVIRONMENTAL CONDITIONS: Occasional exposure to outside weather conditions.

NOISE INTENSITY LEVEL: Moderate

I understand the description of the job and the essential functions as stated above. I am able to perform the essential functions of this job with or without reasonable accommodation. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature: _____ *Date:* _____

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