

Treeline Inc.

Job Description

Job Title: Class A Flatbed Driver

Prepared Date: January 19, 2018

Reports To: Dispatch Manager

FLSA Status: Non-Exempt

Safety Sensitive: Yes

Position Summary:

Drive tractor trailer to pick up and deliver products to various locations in the northeast United States.

Essential Duties and Responsibilities:

- Contributes to developing and maintaining a safe working environment.
- Maintains personal safety and watches out for the safety of others.
- Complies with all OSHA safety guidelines.
- Communicates with team members, dispatch, shippers, receivers, and customers in a positive, professional, and collaborative manner.
- Communicate both effectively and tactfully with a wide variety of individuals in person, on the telephone and via two-way radio.
- Consistently maintains a positive and problem solving attitude.
- Understands and adheres to Treeline's employment hand book.
- Maintains an OSHA approved first aid kit.
- Performs pre-trip inspection of tractor-trailer pursuant to DOT regulations.
- Understands that under no circumstances shall the driver leave his/her cab while loading without notifying the loader operator.
- Understands that while loading round wood products, the driver shall remain in the truck cab, or be a minimum of two to three lengths away, if outside the cab, in view of the crane operator at all times.
- Ensure load is loaded in a legal and safe manner.
- Secures freight onto the flatbed trailer with chains, straps, tarps, bungees, and other accessories in accordance with federal regulations.
- Understands that upon loading, the driver is to obtain the proper trip ticket and/or other paperwork and insure that the information about the load is correct.
- Drives in a safe manner and speed at all times, despite what other drivers' actions are. Adheres to all State, Federal and Company Speed limits. Company speed limit is 65 mph.
- Agrees to overnight trips spent in the truck cab as needed.
- Maintain the truck in a clean and good operating condition.
- Manages time well. Utilizes and adheres to electronic logs. Is on time for pickups and deliveries.
- Responsible for double checking all paperwork and submit it to the office no later than the following Monday by 7:00 am.
- No riders, other than employees, allowed in company vehicles unless approved prior by management.
- Shall coordinate with Dispatch Manager regularly for hauling and delivery schedule.
- Shall follow all motor vehicle laws including seat belts, cell phone use, and distracted driving laws.
- Shall read the operator's manual for truck and trailer you are driving and follow proper operating and routine maintenance.
- Performs daily safety and maintenance checks. Report defects immediately to get them fixed timely.
- Responsible for communicating all questions and issues regarding equipment operation, function, and maintenance directly to the Service Manager to get maintenance and repair work done in an efficient manner. The Service Manager will answer any questions and direct all required maintenance and repairs.
- Do not knowingly drive a truck and trailer that has a potential DOT violation.
- Cross train in other positions as deemed appropriate by your supervisor and management.

Knowledge, Skills, and Abilities:

- Ability to throw straps over the load so as not to cause personal injury.
- Ability to tarp large percentage of loads.
- Ability to handle log stakes.
- Ability to put on and take off tire chains when needed in a safe manner.
- Ability to problem solve and adapt quickly when circumstances and plans change.
- Ability to plan ahead, request parts needed in the near future and assist with scheduling conflicts.
- Ability to pass Federal DOT drug screen and physical.
- Maintain driving record in accordance with Federal and State Motor Carrier regulations and meet company requirements.
- Ability to take orders, instructions, and guidance from management and supervisors.
- Ability to deal with other employees in a diplomatic manner in a variety of stressful situations.

Education, Certificates:

- High school diploma or general education degree (GED); related experience and/or training or equivalent combination of education and experience.
- Valid Class A Commercial Driver's License.
- Valid DOT Health Card.
- Maintain driving record in accordance with Fed. and State Motor Carrier and Company requirements.

Physical Demands:

- Approximately 75% of the work day is spent driving.
- Throwing straps and pulling straps several times throughout the day
- Ability to lift and handle tarps weighing up to 100 lbs.
- Ability to lift and handle log stakes weighing 40 lbs.
- Ability to handle tire chains weighing 50 lbs.
- Reach at or above shoulder height frequently
- Demonstrate visual and auditory acuity in order to safely operate the vehicle
- Minimal color discrimination and depth perception
- Exposure to periodic moderate to fairly loud noise, below 85db
- Climbing in and out of the vehicle and on and off the trailer and loads frequently
- The ability to work in all weather conditions
- The ability to work in all temperatures
- Wearing OSHA required PPE

Employee Acknowledgement:

I have received a copy of this job description, have read and understand it and will complete all assigned duties and responsibilities. I recognize that the company reserves the right to modify this job description and that I will be informed of any and all modifications prior to their effective date.

Employee Signature **Date**

Supervisor Signature **Date**

Treeline Inc.

Job Safety Analysis (JSA)

Job Title: Class A Flatbed Driver

Reports To: Dispatch Manager

Prepared Date: January 19, 2018

Location: Woodyards, landings, roads

Required and/or recommended personal protective equipment when applicable:

- Work Gloves
- Steel toed boots
- Safety glasses
- Hard Hat
- Hi-Vis vest/shirt
- Hearing Protection
- Ice Tracks
- Rain Gear
- Thermal Gear

Basic Job Steps:

1. Climbing in and out of truck.
2. Sitting in a cab and driving for prolonged periods of time.
3. Performing inspections and maintenance to truck and trailer.
4. Lifting various items up to 100 lbs.
5. Communicating with dispatcher clients and loader operators.
6. Throwing straps to secure the load.
7. Tarping the load.
8. Installing log stakes on trailer.
9. Climbing on and off of trailer and load.

Potential Hazards:

1. **Climbing in and out of truck.**
 - a) Slip, trip, fall.
 - b) Clothing caught on or in Machinery.
2. **Sitting in a cab and driving for prolonged periods of time.**
 - a) Stiffness, blood clots, back pain, stiff shoulders, and neck.
3. **Performing maintenance and repairs to equipment.**
 - a) Struck by debris
 - b) Mashed fingers, cuts, strains
4. **Lifting various items up to 100 lbs.**
 - a) Back pain/strain
 - b) Dropping item on feet
5. **Communicating throughout the day.**
 - a) Distractions
 - b) Damaging self or property
6. **Throwing straps to secure the load.**

- a) Shoulder pain/tissue damage
- b) Slips and falls
- 7. **Tarping the load.**
 - a) Shoulder pain/ tissue damage
 - b) Slips and falls
 - c) Back pain/strain
- 8. **Installing log stakes on trailer.**
 - a) Shoulder pain/ tissue damage
 - b) Slips and falls
 - c) Back pain/strain
- 9. **Climbing on and off of trailer and load.**
 - a) Slip, trip, fall
 - b) Clothing caught in or on Machinery.

Recommended Action or Procedure:

- 1. **Climbing in and out of truck.**
 - a) Observe the area for slipping
 - b) Maintain three points of contact
 - c) Use ice tracks when walking on slippery surfaces.
 - d) Do not wear loose clothing
- 2. **Sitting in a cab and driving for prolonged periods of time.**
 - a) Chair at proper height
 - b) Hands/arms comfortably resting
 - c) Sit up straight and not leaning forward
 - d) Get up frequently, stretch a couple times/day
- 3. **Performing maintenance and repairs to equipment.**
 - a) Wear PPE
 - b) Ask for assistance when necessary
 - c) Use proper tools
- 4. **Lifting various items up to 100 lbs.**
 - a) Use safe lifting techniques
 - b) Ask for assistance when necessary
 - c) Use equipment to lift as much as possible/necessary
- 5. **Communicating throughout the day.**
 - a) Be alert at all times
 - b) Observe at all times
 - c) Hands free communication
- 6. **Throwing straps to secure the load.**
 - a) Stretch
 - b) Throw using proper techniques
 - c) Use ice grips in winter or proper footwear depending on the season
- 7. **Tarping the load.**
 - a) Stretch

- b) Observe the area for slipping
- c) Don't put body in awkward positions
- 8. **Installing log stakes on trailer.**
 - a) Stretch
 - b) Use proper lifting techniques
 - c) Observe the area for slipping
- 9. **Climbing on and off of trailer and load.**
 - a) Use ladder
 - b) Maintain three points of contact
 - c) Observe the area for slipping
 - d) Don't wear loose clothing

Comments/Additions/Has a new hazard come up? _____

Employee Signature **Date**

Supervisor Signature **Date**