



JOB DESCRIPTION ROUTE DRIVER

Reports To: SecurShred Operations Manager

Job Summary:

Responsible for the safe and secure transport of materials for destruction, including loading and unloading materials to/from the route truck. Must meet internal and external customer needs in a prompt, professional and courteous manner.

Schedule:

Monday through Friday, 8:00 AM – 4:30 PM (hours are approximate)

Principal Duties:

- Drive responsibly and safely, following assigned schedules and routes, securely load and unload material as required.
- Maintain a professional demeanor and provide courteous customer service to internal and external customers and other contacts.
- Complete and submit a daily vehicle condition report and immediately notify management of needed repairs.
- Complete reports/forms as requested in a timely, complete and accurate manner.
- Maintain vehicle interior in clean and orderly fashion and provide for exterior cleaning as assigned.
- Clean and maintain bins and cabinets at both the shredding and customers' facilities.
- Wear Weaver-SecurShred uniform and identification while on duty.
- Maintain a safe and orderly work environment.

Qualifications:

Knowledge and Abilities

- Ability to safely operate a box truck
- Ability to follow verbal and written instructions
- Ability to communicate with internal and external customers and other contacts in a professional and courteous manner
- Working knowledge of safe working practices and DOT and other rules and regulations about assigned work environment
- Ability to work varied work schedule and flexible hours

Training and Experience and Requirements

- High school graduate or equivalent
- Two years experience driving truck
- Experience in the transportation or route pickup/delivery industry

License and Other Requirements

- Valid driver's license
- Driving record acceptable to insurance carrier
- Pass seven-year employment and felony background check

Physical Demands:

- Pass drug and alcohol testing
- Pass physical (including range of motion and visual testing)
- Ability to lift, push, pull and carry a minimum of 40 pounds
- Ability to listen and communicate effectively and professionally in written and verbal form
- Capable of meeting physical demand required for commercial driver's license

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. Personnel may, at times, be required to perform duties outside of his or her normal responsibilities.

Weaver SecurShred is a division of Weaver Industries, Inc. The mission of Weaver Industries, Inc. is to maximize the independence and personal fulfillment of individuals with disabilities through community, business, and family partnerships. We provide this through vocational training and employment opportunities. **Weaver Industries, Inc. is an Equal Opportunity Employer.**