



Position Title: Delivery Driver
Reports to: Location Manager
Status: Hourly/Non-Exempt

This position picks up, transports and drops off various packages and handles shipments within a specific region. Must represent the company in a professional and efficient manner.

Primary Job Responsibilities

- Deliver a variety of packages to different addresses and through different routes as assigned
- Follow routes and time schedule
- Load, unload, prepare, inspect and operate delivery vehicle
- Keeps the vehicle inside and out in a condition of cleanliness acceptable to RCX standards. .
- Ensures all packages are properly recorded upon pick up and delivery
- Follows safety standards for RCX and all driver laws
- Provide complete and accurate information for payroll and billing
- Maintains proper dress and personal hygiene standards acceptable to RCX
- Controls and is accountable for all fuel expense assigned to his/her unique and specific fuel PIN number.
- Ensures RCX cellular phone (if provided) is used only for business calls
- Ensures vehicle is left in the designated hub in a fully fuelled, clean condition ready for the next shift assigned to the next driver.

Minimum Requirements

- Current valid state issued Driver's License issued by the State of Residence
- No record of Drug or Alcohol related convictions within the previous 3 years
- No careless, reckless or failure to control violation in last 3 years
- No auto theft conviction in last 3 years
- Less than 2 moving violation within the last 3 years
- Must be cleared by background report required by company
- Six months of verifiable experience with like vehicle in last five years

Educational Requirements

- Ability to understand, hear and read instructions and signs in English
- Must be able to read maps and/or other written instructions

Physical Qualifications

- Must be a minimum of 21 years of age
- Ability to lift up to 50 lbs.
- Position requires extended periods of time sitting, usually driving
- Ability to bend, stop and stretch to complete vehicle inspection
- Ability to safely enter and exit company vehicle
- Ability to safely fit behind the wheel and properly wear seatbelt
- Ability to hear instructions and directions over the phone and/or radio.

- Submit to and received negative drug and/or alcohol test

Personal Qualifications

- Strong interpersonal skills
- Professional temperament and attitude
- Ability to navigate in high-traffic areas
- Ability to meet time-deadlines
- Excellent attendance record

I understand, accept and will comply with the above requirements as a Delivery Driver with RCX. If at any time my situation changes I agree to voluntarily notify RCX within 24 hours of the change in my ability to fully function in the Delivery Driver position.

Signature

Printed Name / Date