

I'm not a bot



We are seeking a skilled and responsible Driver to join our multinational company's logistics team. As a Driver, you will be a crucial part of our operations, ensuring the safe and efficient transportation of goods and personnel. If you have a proven track record in safe driving, attention to detail, and a commitment to delivering exceptional service, we encourage you to apply and become a part of our global success. What do drivers do? Drivers are responsible for the safe and efficient transportation of people, goods, and materials. They work in a variety of industries, including trucking, logistics, and transportation. In a multinational company, drivers may also be involved in international projects, transporting goods across borders. Key Responsibilities Safely operate and maintain company vehicles in compliance with local and international traffic regulations. Transport goods, equipment, and personnel to and from specified locations in a timely and efficient manner. Perform vehicle inspections and basic maintenance, reporting any issues promptly. Plan and follow the most efficient routes for each trip to ensure on-time delivery. Load and unload goods or equipment as needed, ensuring their safe handling and secure storage. Provide a high level of customer service and professionalism when interacting with clients and colleagues. Keep accurate records of mileage, fuel consumption, and vehicle maintenance. Adhere to safety protocols and emergency procedures, including first aid and crisis response. Maintain cleanliness and orderliness of company vehicles. Ensure that all required vehicle documents, such as licenses, insurance, and registration, are up to date and valid. Assist in the organization of transportation schedules and coordination with logistics teams. Report any accidents, injuries, or traffic violations and cooperate with company and law enforcement authorities. Follow company policies and guidelines on vehicle use and code of conduct. Collaborate with logistics and supply chain teams to optimize transportation procedures. Stay updated on local traffic and road conditions that may affect transportation schedules. High school diploma or equivalent. Valid driver's license for the type of vehicle to be operated, years of experience as a professional driver. Clean driving record with no major accidents or traffic violations. Knowledge of local and international traffic regulations. Strong communication and interpersonal skills. Attention to detail and a commitment to safety. Ability to handle various types of cargo and equipment. Familiarity with basic vehicle maintenance. Strong problem-solving abilities and adaptability. Good physical condition and endurance for long hours on the road. GPS and navigation system proficiency. Proficiency in local languages and a second language is a plus for international driving. Strong organizational and time-management skills. A commitment to professional conduct and ethical behavior. Required Skills Driving skills Customer service skills Teamwork skills Problem-solving skills Physical fitness Attention to detail Time management skills Additional Information This is a full-time position located in [City, State]. The company offers a competitive salary and benefits package, including health insurance, dental insurance, vision insurance, and paid time off. To apply, please submit your resume and cover letter to [Email Address] Related Job Role Description Learn about the key requirements, duties, responsibilities, and skills that should be in a driver job description. Drivers undertake various transporting duties and typically work for hotels, restaurants and delivery services. Their primary responsibilities include transporting clients from airports to hotels, carrying out vehicle maintenance checks and interacting with clients in professional conduct. Strictly necessary cookies Cookies are very small text files that are stored on your computer when you visit a website. We use cookies for a variety of purposes and to enhance your online experience on our website (for example, to remember your account login details). You can change your preferences and decline certain types of cookies to be stored on your computer while browsing our website. You can also remove any cookies already stored on your computer, but keep in mind that deleting cookies may prevent you from using parts of our website. These cookies are essential to provide you with services available through our website and to enable you to use certain features of our website. Without these cookies, we cannot provide you certain services on our website. Always Active These cookies are used to provide you with a more personalized experience on our website and to remember choices you make when you use our website. For example, we may use functionality cookies to remember your language preferences or remember your login details. Always Active These cookies are used to collect information to analyze the traffic to our website and how visitors are using our website. For example, these cookies may track things such as how long you spend on the website or the pages you visit which helps us to understand how we can improve our website for you. The information collected through these tracking and performance cookies do not identify any individual visitor. Always Active For any queries in relation to our policy on cookies and your choices, please contact us. To find out more, please visit our Privacy Policy. A Driver is responsible for safely operating a vehicle and providing superior customer service to assigned routes. Drivers navigate residential environments, congested roadways, alleyways, and high-traffic areas all while ensuring that their vehicle remains in compliance with state and federal regulations, as well as company standards. Duties & Responsibilities 1 Download all 10 Driver Job Descriptions Performs pre- and post-trip inspection of the vehicle, documenting and reporting any mechanical or safety issues. Operates vehicle in a safe manner in compliance with OSHA and DOT requirements, and all local, state, and federal laws. Courteously interacts with customers, both internal and external, ensuring customers are serviced in a professional and timely manner. Requirements & Skills 1 A Driver delivers products to stores on an established route via dynamic dispatch to customers. Drives the delivery vehicle to a location, and unloads and brings products into the store. Duties & Responsibilities 4 Deliver products, serve customers, and execute all promotions to multiple stores each day Operate trucks requiring an appropriate CDL license (e.g., performing basic functions like driving forwards, driving backward, or maneuvering in tight spaces, etc.) Service all scheduled customers by the end of the daily shift Push and pull pallet jacks, hand trucks, and breakdowns to move products to and from the truck Establish positive working relationships with the primary contact at each account Requirements & Skills 4 A delivery driver is responsible for transporting goods from one location to another, often using a vehicle such as a truck or a van. Delivery drivers may work for a variety of organizations, including courier companies, restaurants, and retail stores. Some specific responsibilities of a delivery driver may include: Loading and unloading goods: Delivery drivers are responsible for loading and unloading goods onto their vehicles in a safe and efficient manner. Operating the vehicle: Delivery drivers must be able to safely operate their vehicle, follow all traffic laws and regulations, and maintain a valid driver's license. Navigating to delivery locations: Delivery drivers may use maps or GPS systems to navigate to their delivery locations. Delivering goods: Delivery drivers are responsible for delivering goods to the correct location and ensuring that they are received by the intended recipient. Maintaining the vehicle: Delivery drivers may be responsible for performing basic maintenance on their vehicle, such as checking the oil and tires, and ensuring that the vehicle is in good working order. Maintaining delivery logs: Delivery drivers may be required to keep track of their deliveries, including the location and time of each delivery, and may need to provide this information to their employer. Overall, the role of a delivery driver is to ensure that goods are delivered safely and efficiently to their intended destination.What does a driver do?A driver is a person who operates a vehicle, such as a car, truck, or bus, to transport people or goods from one location to another. Drivers are responsible for safely operating their vehicles, following all traffic laws and regulations, and maintaining a valid driver's license. Some specific responsibilities of a driver may include: Transporting passengers or goods: Drivers are responsible for safely transporting people or goods to their intended destination in a timely and efficient manner. Operating the vehicle: Drivers are responsible for safely operating their vehicle, including navigating to the correct location and maneuvering the vehicle in traffic. Maintaining the vehicle: Drivers may be responsible for performing basic maintenance on their vehicle, such as checking the oil and tires, and ensuring that the vehicle is in good working order. Maintaining records: Drivers may be required to keep track of their driving hours and mileage and may need to provide this information to their employer. Providing customer service: Drivers may be responsible for providing assistance and answering questions for passengers or customers, depending on the type of driving they do. Overall, the role of a driver is to safely transport people or goods from one location to another. We use cookies to offer you our service. By continuing to use this site, you consent to our use of cookies as described in our policy In today's fast-paced world, the focus on professional drivers has never been more important. As the need for efficient logistics and timely deliveries increases, so does the demand for skilled drivers who can navigate, maintain, and safeguard our transportation network. But let's dive deeper: What is truly expected from a driver? Whether you are: A job seeker trying to understand the intricacies of this role. A hiring manager looking for the perfect candidate. Or simply curious about the day-to-day responsibilities of a driver, You're in the right place. Today, we present a customizable driver job description template, designed for easy posting on job boards or career sites. Let's get started. Driver Duties and Responsibilities Drivers are responsible for operating a vehicle to transport people, goods, or products safely to their destinations. Depending on the specific role, a driver could work in various contexts, including public transport, delivery services, or private transportation companies. Here are some typical duties and responsibilities of a Driver: Follow all national and local traffic laws and regulations Inspect the vehicle daily for cleanliness and maintenance needs Check fuel level and ensure the vehicle is well-maintained Plan the most efficient routes to destinations Load and unload goods or luggage as necessary Communicate with clients, dispatchers, or other staff members professionally Ensure the safety of passengers or goods Record and report any traffic incidents to management Prepare and submit reports of vehicle status, including mileage and fuel consumption Provide excellent customer service, including assisting passengers in entering and exiting the vehicle, and answering any inquiries they may have Driver Job Description Template Job Brief We are looking for a reliable and committed Driver to transport clients and/or goods in a comfortable, safe, and timely manner. The Driver will be responsible for arranging regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions. Our ideal candidates are professional, punctual, have a valid driver's license, and have a clean driving record with no traffic violations. Ultimately, the role of the Driver is to ensure the safe and efficient transport of clients or goods to and from their destinations. Responsibilities Transport clients and/or goods to their destinations in a safe and timely manner Follow traffic laws and state and federal transit regulations Maintain a clean and mechanically-sound vehicle at all times Operate GPS navigation system and other apps to determine the best route Communicate with dispatchers, drivers and other team members to ensure smooth operations Handle minor vehicle repairs and maintenance tasks Report any accidents or injuries to the management immediately Keep a log of miles driven, fuel used, and any repairs made Ensure the vehicle is kept clean and regularly serviced Qualifications Valid professional driver's license Proven work experience as a Driver Excellent knowledge of the area and ability to use GPS devices Ability to follow traffic laws and drive safely A clean driving record with no traffic violations Ability to handle minor vehicle maintenance High school diploma or equivalent Good communication skills Benefits 401(k) Health insurance Dental insurance Retirement plan Paid time off Professional development opportunities Additional Information Job Title: Driver Work Environment: On the road. This job includes long hours of driving and may require working nights, weekends, and holidays. Reporting Structure: Reports to the Transportation Manager or Logistics Coordinator. Salary: Salary is based upon candidate experience and qualifications, as well as market and business considerations. Pay Range: \$28,000 minimum to \$60,000 maximum Location: [City, State] (specify the location or indicate if remote) Employment Type: Full-time Equal Opportunity Statement: We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Application Instructions: Please submit your resume and a cover letter outlining your qualifications and experience to [email address or application portal]. What Does a Driver Do? A Driver is a professional who operates and drives vehicles, transporting people or goods from one location to another. They can work for a variety of industries, from transportation companies to delivery services, or as independent contractors. Drivers are responsible for following the best possible routes to ensure timely arrival at their destinations. They need to adhere strictly to traffic rules and regulations to ensure the safety of themselves, passengers, and other road users. They are also responsible for the basic maintenance and cleanliness of the vehicle they operate, which includes checking the oil, water, and tires, and ensuring the vehicle's technical aspects are functioning properly. In some cases, drivers may also be responsible for loading and unloading goods, or assisting passengers in getting in and out of the vehicle. For certain types of driver roles, such as taxi drivers or chauffeurs, they may also provide customer service, such as opening doors for passengers, helping with luggage, or providing information about the local area. In all cases, a driver's primary duty is to provide a safe and efficient transportation service. Driver Qualifications and Skills An efficient driver should have the skills and qualifications that align with your job description, such as: Excellent driving skills and thorough knowledge of traffic laws and safety regulations. Strong spatial awareness and depth perception to navigate roads and park vehicles safely. Interpersonal skills to interact respectfully with passengers, pedestrians, and other drivers. Physical stamina to drive for extended periods and capability to lift heavy items if needed. Problem-solving skills to manage unexpected situations like road closures, traffic jams, or vehicle breakdowns. Communication skills to understand and follow directions, and to communicate effectively with dispatchers or passengers. Time management skills to arrive at destinations on time and plan optimal routes. Ability to perform basic vehicle maintenance tasks, such as checking oil levels or tire pressure. Customer service skills to handle passenger inquiries, complaints, or requests professionally and courteously. Driver Experience Requirements Driver experience requirements can range from entry-level to highly experienced roles, depending on the type of vehicle and goods being transported. Entry-level drivers typically require a valid driver's license and may be asked to show a record of safe driving over the course of 1 to 2 years. This could be through previous part-time roles, such as a delivery driver or driving personal vehicles. In addition to a valid driver's license, some roles may require specific certifications or endorsements. For example, school bus drivers generally need a commercial driver's license (CDL) and a School Bus endorsement, while truck drivers may need a CDL and endorsements for transporting specific types of cargo. Candidates with more than 3 years of experience are often preferred for roles that involve driving larger vehicles or transporting more valuable or delicate goods, as they have demonstrated their ability to drive safely and responsibly over time. Drivers with over 5 years of experience may have further specialized skills, such as experience with long-distance hauls, or may have demonstrated leadership skills, making them suitable for roles as driver trainers or transport supervisors. In some cases, companies may also require drivers to complete a defensive driving course or similar training program to further ensure their skill and safety on the road. Driver Education and Training Requirements To become a professional driver, a high school diploma or equivalent is usually required. However, the most essential requirement is possessing a valid driver's license. The type of driver's license required depends on the vehicle to be driven. For standard passenger vehicles, a regular driving license is needed. However, for heavy vehicles like trucks or buses, a commercial driver's license (CDL) is required. Acquiring a CDL requires drivers to complete a specialized training program at a licensed truck driving school. These programs teach drivers about operating heavy vehicles, maintaining a clean driving record, and following federal laws related to commercial driving. Most states require drivers to pass written and practical driving tests to obtain their driver's license. The tests evaluate the individual's knowledge of traffic laws and driving skills. For taxi drivers, chauffeurs, and paratransit drivers, a taxi or limousine license may also be required. This usually involves passing a background check and having a clean driving record. Some jobs may require drivers to receive specific training for transporting special types of goods, such as hazardous materials. This training usually leads to certification. In addition to these requirements, many employers provide on-the-job training to help drivers learn the specific rules and procedures of the company. Continual training is also important for drivers to stay updated with new traffic laws, safety regulations, and driving techniques. Some drivers may also benefit from advanced driving courses to improve their skills. Driver Salary Expectations The average salary for a driver is \$31,000 (USD) per year. However, the actual income a driver makes can vary greatly depending on factors such as the type of driving (for example, truck drivers or taxi drivers), years of experience, location, and the specific company they work for. Driver Job Description FAQs What skills does a driver need? A driver should possess excellent driving skills and have a thorough understanding of road safety regulations. They should be able to operate various types of vehicles, have good hand-eye coordination and manual dexterity. Drivers must also have excellent communication skills to interact with clients or passengers and a good sense of direction to navigate routes effectively. Do drivers need any specific qualifications? Drivers must have a valid driving license for the type of vehicle they will be operating. Some roles may require a commercial driving license or special certifications, such as passenger or hazardous material endorsements. They may also need to pass a background check and have a clean driving record. Training in defensive driving or first aid could be beneficial. What should you look for in a driver resume? A driver's resume should clearly display a valid driving license and any additional certifications. Previous experience in a similar role is valuable, and any mentions of safe driving or punctuality would be a plus. It's also beneficial if the resume includes good knowledge of local routes and the ability to perform flexible hours, as well as in various weather and road conditions. This career requires obtaining a commercial driver's license (CDL) and adhering to transportation industry regulations. Transportation Drivers may work for public transit companies, delivery services, schools, hospitals, and more. Transportation drivers are responsible for safely and efficiently operating commercial vehicles such as buses, trucks, and vans. They must have a valid driver's license and comply with all federal and state regulations regarding driving and vehicle maintenance. Drivers must plan and follow routes, ensuring timely arrivals and departures for passengers or cargo. In some cases, drivers may be responsible for loading or unloading cargo, and must ensure that it is safely stowed and secured. They must maintain accurate records of mileage, fuel consumption, and vehicle inspections, and report any accidents or incidents that occur while driving. Drivers must communicate effectively with dispatchers, other drivers, and customers, and may need to resolve disputes, answer questions, or provide information about destination or pickup points. They must be able to make quick decisions in emergency situations, including inclement weather, traffic delays, or mechanical failures. Drivers must adhere to safety regulations at all times, including wearing required safety equipment, following traffic signals and speed limits, and avoiding distractions while driving. They must maintain a professional demeanor and appearance at all times, and may be required to assist passengers with boarding and exiting the vehicle or delivering goods to their destination. Transportation drivers must be reliable, punctual, and able to work independently, while still following company policies and procedures. To become a transportation driver, you need a high school diploma or equivalent and a commercial driver's license (CDL) with the appropriate endorsements for the type of vehicle you're driving, such as hazardous materials or passenger transport. Some employers may require a clean driving record with no major traffic violations or accidents. Experience driving larger vehicles is also beneficial, as it shows that you have the skills to handle a larger truck or bus. Employers may also provide on-the-job training to help you learn company policies, loading and unloading procedures, and routes. Good communication skills are also essential as you may need to interact with passengers and logistics teams. Transportation Driver salary range varies depending on several factors: experience, location, company, and type of transportation. In the United States, the average salary for a Transportation Driver is around \$40,000 to \$50,000 per year. However, this figure can go up to \$70,000 for drivers with more than 20 years of experience or specialized skills such as hazardous materials transport. In other countries such as Canada and Australia, the average salary range for transportation drivers is similar to that of the United States. It is important to keep in mind that salary range can also vary based on the type of transportation - for example, commercial truck drivers earn more than taxi drivers. Sources: Delivery Driver/Salary ◆ 6IN3 KO7.13.htm The career outlook for a transportation driver in the transportation industry over the next 5 years is looking good. According to the Bureau of Labor Statistics, employment of heavy and tractor-trailer truck drivers is projected to grow 2 percent from 2019 to 2029, which is about as fast as the average for all occupations. The demand for goods will keep increasing, creating the need for more drivers to transport those goods. With the increasing demand for e-commerce, there will be an even greater demand for drivers to transport those goods. The upswing in the economy and the need for drivers to transport goods is a significant reason why the demand for transportation drivers will continue to grow. Source: Q: What does a Transportation Driver do? A: Transportation drivers are responsible for transporting passengers or goods from one location to another using a variety of vehicles, such as cars, trucks, or buses. Q: What qualifications do I need to become a Transportation Driver? A: Qualifications for transportation drivers vary depending on the type of job you're applying for, but most require a valid driver's license, a clean driving record, and a high school diploma or equivalent. Q: What are some common duties of a Transportation Driver? A: Some common duties of a transportation driver include checking the vehicle's fluid levels, inspecting the vehicle for any damage, communicating with clients to determine their transportation needs, and following traffic laws and company policies. Q: What are some common types of Transportation Driver positions? A: Some common types of transportation driver positions include chauffeur, bus driver, taxi driver, and delivery driver. Q: What are some challenges that Transportation Drivers face? A: Transportation drivers may face a variety of challenges, such as traffic congestion, bad weather, difficult passengers or clients, or long periods of sitting or driving. Company Drivers ensure the organization's staff, equipment, and other items are moved to designated areas as required. Company Driver Job Description Example The company driver is responsible for conveying materials, equipment, and staff of the organization to the areas where they are required. The company driver job description involves taking care of only a specific vehicle for the organization. In some cases, the driver may likewise be tasked with driving different sorts of vehicles as circumstance requests. So, he/she should be an expert driver, able to drive various types of vehicles -buses, trucks, et cetera. Companies that engage in the manufacture and dispersion of items usually employ drivers to help in the distribution of their products. Indeed, even organizations that take part in administrations still rely upon vehicle drivers for the transportation of their staff and other office materials now and again. This post seeks to highlight the set of working responsibilities of a company driver. The company driver's role entails keeping up the vehicles that he or she drives. He/she is to inspect the vehicles and perform basic support undertakings like changing the oil, refueling the car(s), changing the batteries, and checking and repairing some minor issues. He/she recognizes electrical or mechanical faults in the vehicles and reports to the dispatcher or supervisor whose duty it is to arrange to take it to a mechanic or electrician. The driver is also saddled with the obligation of guaranteeing that the vehicles are constantly kept perfect and clean. Along these lines, he/she either washes the vehicles consistently or takes them to a car wash shop. He/she might be required to convey and get packages, drop, and pick up clothing, and buy lunch for managers, supervisors and other senior specialists on solicitation. The company driver work description may also entail dropping and picking up staff and business partners of the organization from gatherings, airplane terminals et cetera. Besides all these, the driver should be proficient in the services he/she renders, and comply with all traffic rules. In addition, he/she must be appropriately authorized to drive vehicles. The company driver is assigned various duties, tasks, and responsibilities at the different organizations where they work. Here is an example of a company driver job description you will likely be handed if newly employed: Load and unload organization's merchandise Precisely finish all paper work connected with conveyance of merchandise Transport products, materials, and staff securely to areas where they are needed Guarantee that products and staff are protected and secured Answer clients' inquiries as brilliantly as could be allowed Ensure timely conveyance of staff and materials to and from places as instructed by supervisor or the manager Ensure that vehicles are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle Carry out routine checks on vehicles and ensure they are sound Recognize electrical and mechanical faults and report to the employer or technician Report any instance of mishap or accident to the dispatcher or supervisor Perform periodic maintenance on vehicles, such as changing batteries and motor oil at appropriate time, as well as refueling the car(s). Report any case of accident, injury or damage of vehicles to the supervisor or manager Keep all records, including receipts for vehicle maintenance Keep up a travel log to record areas travelled to, travel time, and work hours Perform some other undertakings like shopping, dropping and picking clothing, getting lunch, and running errands Pay tolls and other fundamental vehicle demands Dress professionally and in accordance with company's dress code. When applying for the job of a company driver, you will need to present a resume that shows your experience for the job. To make this part of the resume, the above sample job description can be applied. It has the relevant duties and responsibilities that form the day to day work activities of a driver in a company. To succeed on the role of a driver for a company, developing the following skills and qualities will be beneficial: Experience: A company driver should have the capacity to carry out his/her obligations in an expert way. He/she should constantly dress in line with the organization's clothing regulation, and should have the capacity to relate well with associates and clients Trained and Skilled: A company driver must be very much trained. Moreover, he/she ought to be a skilled driver and must have the necessary authorization to drive He/she should have sufficient knowledge of traffic laws and hold fast entirely to them Physical Strength: The work frequently includes loading and unloading of materials and equipment. So, a company driver must be strong enough to lift heavy loads frequently He/she must have a clean driving record He/she must be a safety conscious person He/she must be focused, confident, and observant. Your resume for the company driver role should also have the skilled section to make it more effective on employers. You can also make this section by using the above highlighted skills required to succeed as a driver working for a company. Did you find our company driver job description useful? We will love to hear from you, please make your comment in the box below. You can also share your work experience as a company driver if you are one. How to write a driver job description To find a great driver for your company, you need a great job description. The post should clearly outline the objectives, responsibilities, and qualifications for the driver role, while also giving candidates insight into your company and its culture. Keep the writing concise, using bulleted lists to break up the text. Include no more than six bullets per section to avoid overwhelming the reader, and carefully review the job description for accuracy before posting. XYZ Inc. is a leading company in our industry in the region. We're proud of our 4.2 Glassdoor rating from our employees. We're now hiring a Driver to help us keep growing. If you're excited to be part of a winning team, XYZ Inc. is a perfect place to get ahead. You'll be glad you applied to XYZ Inc. Follow all traffic laws Drive defensively to ensure safety Keep all windows in the car spotless Keep the interior of the car spotless Make sure there is always enough gas to get to the destination Keep accurate count of gas usage, miles, and other data Ensure that car maintenance is taken care of Accurately follow the correct routeHigh School diploma or GED equivalent Valid state driver's license Have been driving for at least 5 years Great time management skills Great customer attitude and attentiveness Ability to operate a vehicle for 8 hours Physically able to lift 50 pounds Open to working nights and weekends Great organizational skills