



InterChange Express, Inc. – Job Description

Position: Class A CDL Commercial Driver - Shuttle
Location: Harrisonburg Terminal
Reports To: Terminal Supervisor
Schedule: Rotating Two Week Schedule, 5:00 AM – 5:00 PM

Responsibilities:

- Primary responsibility will be to safely operate assigned commercial motor vehicle in full compliance with all federal, state and local laws/regulations in the performance of assigned duties.
- The primary assignment will be the local shuttle of refrigerated and dry trailers/loads between customer locations and company/other facilities
- Driver will be assigned to a regular 12 hour shift on a 14 day rotating schedule. Will require working every other weekend. Schedule will be matched with customer’s work hours so some work on minor holidays may be expected.
- Employee is responsible for communicating all issues related to the condition of company trucks and trailers to designated company staff. Employee will not operate or allow to be operated any equipment that would not meet federal, state or local standards.
- Employee will fill out, maintain and submit per requested schedules all required paperwork, log books, shipping documents and the like. Paperwork will be complete and accurately reflect the work performed.
- Employee will adhere to and follow all federal, state, local and company safety rules and regulations at all times.
- Employee will foster positive, appropriate and productive relationships with all customers and members of the general public through responsible driving habits and proper interactions.
- Employee must be flexible, open and agreeable to a wide range of assignments while “on-duty”.
- Must foster positive, appropriate and productive relationships with all InterChange staff members and departments.
- Employee will be expected to perform all assigned duties as safely, quickly and efficiently as possible to avoid unneeded expense
- Professionally perform all duties in a manner which promotes the growth, profitability and success of the company.
- Other duties as assigned.

Requirements:

- Minimum H.S. degree preferred
- Must hold a current CDL-A with a driving record acceptable to company insurance carrier
- Must hold a current Medical Examiners Certificate
- Ability to lift and carry a minimum of 75 pounds at shoulder height
- Must be able to read and write well enough to understand and complete required documentation, shipping forms, road signs and other written communications.
- Ability to enter and exit truck cab safely and repeatedly during the work shift
- Ability to crank landing gear, operate 5th wheel release, connect air/electrical lines without difficulty and repeatedly during work shifts
- Ability to properly secure loads using provided straps and other equipment.

Example Schedule:

Week 1 (5:00am to 5:00pm)	Week 2 (5:00am to 5:00pm)
Monday – On	Monday – Off
Tuesday – On	Tuesday – Off
Wednesday – Off	Wednesday – On
Thursday – Off	Thursday – On
Friday – On	Friday – Off
Saturday – On	Saturday – Off
Sunday - On	Sunday - Off