	<h1>Driver</h1> <h2>Job Description</h2>		<b>Document Number:</b> JD-OPS-09.22
	<b>Department:</b> Operations	<b>Effective Date:</b> September 29, 2016	<b>Revision No</b> 0

### I Reason for Existence


The Driver is generally responsible in making sure that all cargoes will be picked up and delivered on time.

### II Duties and Responsibilities

1. Pick up and deliver cargo on time by following dispatcher instruction to ensure to meet customer requirement.
2. Report mechanical truck problem to dispatcher and fleet department by sending SMS to all concern parties to ensure all trucks will be mechanically and physically maintained.
3. Motorpool duties from time to time by cleaning the motorpool to ensure that the motorpool will always clean.
4. Request cash vale by filing up cash vale form to ensure that they will have budget for pick up.
5. Responsible in liquidating all cash vale by filing up the liquidation form attached all receipt to ensure that all cash vale is used for the operations.

**DDC:** *Please refer to printed files for signatures of approvers.*

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### III Minimum Qualifications

1. Willing to submit to background/drug checks and provide employment recommendations
2. Must have a valid LTO driver license with the following restriction:
  - For tractor head driver licensed code 1238
  - For 4 wheeler truck driver licensed code 12
  - For 6 wheeler truck driver licensed code 123
3. Drivers need to demonstrate excellent driving skills and road safety awareness.
4. No recent moving or driving violations.
5. Familiar with the route within and outside City.

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