



Quality Brand Printing

12120 Route 30, Norwin Towne Square

Irwin, PA 15642

724-864-1731 FAX: 724-864-0739

Job Description *Delivery Driver*

Job Overview: The driver is responsible for ensuring that completed work is delivered to customers on time and in good order.

Authority: The position reports to the production manager.

- Responsibilities:**
- A. The driver is responsible for
 - Operating the company delivery vehicles
 - Maintaining accurate mileage logs
 - Picking up and delivering in-process work to subcontract vendors
 - Picking up and delivering in-process work to customers or customer's vendors
 - Picking up materials and supplies
 - B. The driver is responsible for maintaining the company delivery vehicles
 - Maintain delivery vehicles, including periodic preventive maintenance and cleaning
 - Report to the production manager any need for vehicle repair
 - C. The driver is responsible for communicating with others.
 - Attend the morning meeting when possible
 - Communicate effectively with the production manager
 - D. The driver is responsible for following company policies and procedures.
 - Comply with Pennsylvania motor vehicle laws
 - Comply with all OSHA safety requirements
 - Follow systems and procedures outlined in company manuals
 - Participate as a team member by supporting operations as required



**Working
Conditions:**

The driver's working environment includes

- Driving on city streets and on highways, frequently in traffic
- Waiting
- Standing for periods of time
- Frequent lifting of objects up to 50 lbs.
- Work area with fluorescent lighting and air conditioning
- Noise level that is usually moderate to loud
- Exposure to ink and chemical fumes and airborne particles such as paper dust
- Fast-paced environment, subject to schedule and priority changes and shortnotice activity

Other Duties:

The driver may be assigned other duties as they become necessary and may be asked to assist with other functions that may be necessary to accomplish the company's goals.

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Production Manager:	Date:

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