



**Guthrie**  
GLASS & METAL  
THE BAUMGARDNER GROUP

## **CDL DRIVER**

### **1. Attendance/Responsibility**

- Arrive to work with enough time to ensure deliveries arrive on-schedule, if there are any questions about the delivery or the route, ask the day prior
- Clock into the right job for each delivery via Clockshark
- Any issue that you can see or hear with the truck needs to be reported via “Vehicle Issue Report Form”
- Drivers need to contact the Operations Manager before they leave the site and come back to the warehouse to see if any additional stops are necessary.
- If a material delivery is made, have a receipt signed and brought back to the office
- (For CDL) Ensure the CDL book is filled out after each delivery

### **2. Vehicle Responsibilities**

- Keep the Truck cab clean of debris (Daily)
- Remove and put away any equipment or materials that are returning from the jobsite
- Roll up all straps and sweep the back of the truck
- If the vehicle fuel gauge is reading 1/2 tank or less, it needs to be fueled
- At the end of the day, the truck needs to be parked in the correct location, locked with the keys in the locker.

### **3. Warehouse Labor**

- Once returned from the delivery with the truck cleaned and parked, report to the Operations Manager to see if there are any tasks for the day.
- If there are no tasks directed by the Operations Manager, perform general housekeeping tasks in the warehouse
- Perform small tool maintenance on gear returning from the jobsite and in the tool return rack

### **4. TBD rest of responsibilities at the end of the first month.**