

<h2>Lakeland Equipment Corporation</h2> <h3>Job Description</h3>
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Position Title: Delivery Vehicle Driver
Reports To: Service Manager
Issue Date: 01/04/02

Job Summary

The Delivery Vehicle Driver under the direction of the Service Manager is responsible for safe and courteous operation of the assigned vehicles for pick-up and delivery of equipment and other goods. He or she must be able to safely operate all machines marketed by the dealership.

Duties and Responsibilities

- Follows written or verbal instruction for the transport of equipment and other goods to or from customers.
- Properly and safely load and unload the delivery to customers.
- Check condition of equipment delivered to customers.
- Give basic operating instructions to the customer at the time of delivery. Make sure the customer is totally confident with operating the machine and make sure to briefly go through the operator's manual. Spending this short time with the customer is one of the most important elements to building a customer relationship and earning repeat business.
- Legally operate the vehicle owned by the dealership (possess the proper Commercial Driver's License).
- Vehicle reports are filled out on a daily basis as required by law.
- Keep record of pick-up and deliveries. Obtain necessary signatures, receipts and checks or cash.
- Completes time cards and technician sheets as required.
- Keep vehicles clean and in good repair by performing necessary maintenance.
- Participate in training as appropriate.

- Follow all safety rules and regulations in performing work assignments.
- Conduct self in the presence of customers so as to present a professional image of the Lakeland. Wear appropriate uniforms and be as tidy as possible.
- Perform all other service tasks as directed by the **Service Manager**.
- Complies with all Company requirements as put forth in the Procedure Manual and the Employee Handbook.

Direct Reports

Vehicle reports must be filled out on a daily basis as required by law.

Qualifications

- High school diploma and experience in trucking; appropriate license.
- Honesty integrity and a strong desire to succeed.
- Excellent organizational and communication skills.
- Ability to create and maintain cooperative team building relationships.
- Ability to deal tactfully with human issues in colleagues and customers.
- Enthusiastic, helpful disposition when dealing with fellow employees and customers.
- Ability to meet deadlines and to work under pressure.