



JOB DESCRIPTION

Job Title: Transportation Specialist	Revision Date: May 2024
Administrative Relationship – Reports To: Team Supervisor	
Human Resource Use Only:	
EEO Class:	FSLA Status: Exempt

Purpose of the Role:

The Transportation Specialist will serve as a motor coach driver and truck driver in NDFU’s transportation department. The Transportation Specialist will be responsible for planning and driving motor coach trips. The Transportation Specialist will also haul food and food ingredient products to the east coast for Farmers Union Logistics, Ltd. (FULL) a transportation logistics company. The position is responsible for performing routine vehicle inspection, safe operation of a vehicle, and completion of necessary paperwork in compliance with DOT regulations.

Key Responsibilities:

- Maintain all DOT requirements for coach busses and over the road trucks.
- Responsibilities include driving a 56-passenger motor coach, including transporting children to summer camps, and maintaining all the necessary regulatory driver reports.
- Inspecting vehicles for mechanical items and safety issues and perform preventative maintenance.
- Planning routes and meeting delivery schedules.
- Strong knowledge of safety regulations, to be familiar with traffic laws and rules regarding hours of service, maximum miles driven, etc.
- Visual and hearing acuity, in accordance with federal regulations which mandate that truck drivers have to hear a forced whisper at 5 feet, have at least 20/40 vision, a 70-degree field of vision and the ability to distinguish the colors of traffic lights.
- Process purchase orders, order products for FULL.
- Provide clear and proactive communication, ensuring all business requirements are understood and being met.
- Take accountability in ensuring each job is being completed to the requirements communicated and drive results through others.

Motor Coach Knowledge, Skills and Abilities:

- Must be able to lift and/or move up to 100 pounds frequently during loading and unloading.
- Excellent customer service skills.
- A CDL with P and Air Brake endorsement are required – must currently have or have the ability to obtain.
- Effective communication skills, written and oral.
- Proficient computer skills including the ability to multitask with several websites and programs.

- Excellent organizational skills and attention to details.
- Knowledge of computer reservations systems.
- Ability to interact, communicate and negotiate effectively.
- Ability to positively respond and adjust to constructive feedback.
- Strong problem-solving ability.
- Group tour and/or trucking experience required.

Travel: Extensive in-state and out-of-state travel required.

Education and Experience required: - CDL required with P and A endorsements. Will train the right candidate.

Physical Requirements	0-24%	25-50%	51-75%	76-100%
Seeing – Must be operate a computer and read technology				x
Hearing – Must be able to hear well enough to communicate with people				x
Speaking – Must be able to communicate with people				x
Standing/Walking/Climbing/Stooping/Kneeling/Lifting/Pulling/Pushing			x	
Grasping/Feeling- Must be able to write/type use a phone/grasp steering wheel				x
Driving – Must have a license and be able to operate a vehicle				x
Sitting – Must be able to sit for long periods of time if necessary				x

This statement is intended to describe the general nature and percentage of work performed by employees, but this statement is not a complete list of responsibilities, duties and skills required of employees. This job description is not a contract for employment and is subject to change at the discretion of the employer. Farmers Union is an equal opportunity employer.

