

## **Delivery Driver (Part-Time)**

### **Position Summary**

The Delivery Driver of Don Brown Bus Sales, Inc. is responsible for the delivery of vehicles with continuous best face to any and all DBBS customers. While performing deliveries, the delivery driver assigned should be most efficient to maintain customer satisfaction. DBBS will depend upon this person to maintain and/or create appropriate best practices that will result in long term relationship and unparalleled neatness for immediate excellent first impressions. The delivery driver is an exclusive employee / agent of Don Brown Bus Sales, Inc. – no exceptions or conflicts are permitted. The Employee Manual, the policies, and philosophy established by the President serve as the basis of relations with DBBS staff and its customer base.

### **What we need!**

- 1.1 The delivery driver has obtained and coordinated a complete delivery.
- 1.2 Demonstrate best coordination possible for delivery of your vehicle and the other delivery drivers to accomplish as much as possible while on the road.
- 1.3 Delivery drivers monies and receipts are up to date and accurate – within one day
- 1.4 Driver Log is maintained in legal fashion
- 1.5 Chase Vehicle condition reports completed – Daily
- 1.6 Avoid extensive time on the road and be contentious of spending additional funds to complete a delivery.
- 1.7 Dealer Tags and EZ Passes are logged and accounted for at all times.
- 1.8 You are seen by customers and employees as an example of an excellent attitude and professionalism.
- 1.9 Chase vehicle is neat and presentable for next Driver and Customer interaction.

### **Responsibilities**

- 2.1 **Passionately protect the legal and financial welfare of the dealership. The Delivery Driver shall be a person of integrity who meets all of the employment qualifications as outlined in Don Brown Bus Sales, Inc. Employee Manual.**
- 2.2 **Maintain all vehicle keys in designated area – at all times – no exceptions**
- 2.3 **Complete all add'l assignments by the Immediate Lead Driver in a timely fashion.**
- 2.4 **Fill out an exact vehicle incoming report on every vehicle.**
- 2.5 **Monitor following drivers for safety on road at all times.**
- 2.6 **Report any and all inadequate behavior of drivers (This is a must). No “What happens on the road, stays on the road” it is not acceptable and is a poor way of communication with your manager. If there is a problem that you feel has not been resolved, see the Director Of Pre Owned.**
- 2.7 **Help re assure that all drivers check their vehicles for defects and fluids.**
- 2.8 **Do not approach customers with questions or stand near the Lead driver while demonstration is occurring or interact with the customer. When delivery has been made the delivery driver should return to the chase vehicle with the dealer tag and EZ pass and wait for your lead driver.**
- 2.9 **No Smoking in Customer vehicles or DBBS company vehicles.**

### **Primary Duties**

- 3 **Supporting and maintain responsible habits of deliveries**
- 3.1 **Constantly monitor the other delivery driver's abilities to deliver to customers in a timely fashion.**
- 3.2 **Show other delivery drivers the different products that we carry to help properly know what they are driving.**
- 3.3 **Maintain your driver logs for DOT**
- 3.4 **Set and portray yourself as an example of a good attitude and professionalism.**
- 3.5 **Do everything in your power to assist maintaining DBBS Satisfaction.**

### **Development of Business**

- 4.1 **Respond to each other and answer requests in a nearly immediate manner.**
- 4.5 **Develop specific ideas to make company vehicles maintain the longevity by reporting any defects.**
- 4.6 **DBBS fully intends this department to become a significant financial asset – all staff is expected to view this as a growth opportunity department with virtually no limit.**

### **Coordinate Efforts.**

- 5.1 **Coordinate interaction with all people involved in your department**
- 5.5 **Must be Forward Looking and Forward Thinking – Unavoidably always evaluating and looking at what we do.**

### **Accountability**

- 6.1 **The Delivery Driver is directly responsible to the Lead Driver during road hours and will be watching to see that guidelines, growth, and profitability levels are being met.**
- 6.5 **Appearance – The Delivery Driver must at all times have a neat & presentable appearance that reflects well upon DBBS.**
- 6.6 **Will be responsible for the proper up keep of transportation under the Supervision of the Lead Driver and Transportation Coordinator**

### **Pay Plan**

- 7.5 **Payment discussed at time of and pays as follows: hourly for Northeast with out of state as follows: .42 a mile and expenses. Excludes Mass., Pa., Conn., NJ., VT., and RI.**
- 7.6 **No company benefits in this position as this is considered part time.**
- 7.7 **No Vacation time during months of July, August and September. No Exceptions.**