

# OTR Driver Job Description

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## **Duties and Responsibilities:**

- Maintain a log book to record miles covered and hours travelled, and ensure that all necessary documentation with respect to freight is filled and submitted. Also, record damages and shortages incurred. In addition, make sure that all receipts are kept safe and secure
- Observe and comply with all traffic regulations – federal, state and local
- Inspect assigned vehicle regularly to identify and repair minor faults, and to report major mechanical breakdown to a skilled mechanic
- Assist in the loading and unloading of goods or equipment to be transported
- Communicate with the dispatcher, supervisor, or clients using wireless devices or on-board computer systems
- Ensure safe transportation and delivery of freight to designated locations
- Ensure that assigned vehicle is always neat and tidy, and carry out other regular upkeep like inflating the tires, refueling, changing oil and water, and tightening nuts and bolts
- Report any delay that may affect the timely delivery of freight to the dispatcher and client
- Report any accident incurred in the course of transporting the freight to the dispatcher or supervisor immediately
- Report any damage incurred during transportation to the supervisor or dispatcher
- Pay tolls and other necessary vehicle levies.

## **OTR Driver Requirements – Skills, Knowledge, and Abilities**

- Truck drivers are expected to be excellent communicators. He or she may not be a grammarian, but the ability to communicate in a clear and concise manner is very important. They spend most of their time on the road carrying other peoples' goods, materials, or equipment. So,

they must be able to maintain constant and effective communication with the dispatcher/supervisor or the owner of the goods

- Average numerical skill is also very important for an OTR driver as he or she may be required to collect payment on behalf of his/her client or company. He/she must be able to record quantity of the goods being transported
- In-depth knowledge of routes within the region is very important as the driver is expected plan trips and chart shorter routes before embarking on any journey to shorten delivery time
- Expansive knowledge of road signs and safety procedures is expected of the driver
- He/she must be of legal working age stipulated by law for the position. In some countries, the legal working age for OTR driver is 18 years and above, but in the U.S. it is 21 years and above
- An OTR driver is expected to be experienced, especially if he/she wants to hold the vehicle on behalf of a company. Most companies prefer drivers who have had experience in driving. In addition, a clean driving record in his/her previous role is imperative. So, an excellent driving skill is very essential to succeed in OTR driving
- Physical strength is very necessary as the driver is expected to assist loading and offloading of merchandize
- Lastly, he/she must be properly licensed to drive commercial heavy duty vehicles.