

UPS Driver Job Description

- Ensure that all customers are satisfied with the delivery
- Deliver the packages on time
- Ensure that packages are delivered safely and intact
- Utilize appropriate packaging methods (depending on package) in accordance with UPS policy and procedures to maintain product integrity, prevent damage during transit, and safeguard against loss, theft or damage
- Document all deliveries in a legible manner, using accurate and detailed documentation to ensure a complete record of each delivery is maintained for quality control purposes, file and regulatory requirements, or as required by UPS upon request
- Maintain good customer relations and provide customer service to all customers
- Assist in dealing with customers' complaints, complaints of damaged or missing shipments, or package not received from UPS
- Support the goals and mission of UPS as an employee
- Maintain accurate records to ensure that the activities of each shift are recorded accurately so that billing and scheduling information can be accurately determined;
- Ensure that all equipment is properly maintained to ensure operational effectiveness and safety (minimum requirement)
- Perform other duties as assigned by supervisor, including but not limited to overtime duties as necessary.