

DATE: February 2012

JOB TITLE: Driver

CLASSIFICATION: Hourly

DEPARTMENT: Transportation

LOCATION: Jasonville

BASIC FUNCTION: Transport train crews for Indiana Rail Road in a safe and timely manner.

REPORTING RELATIONSHIPS:

Reports To: Supervisor, Drivers and Building/Grounds

Supervises: N/A

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Transport train operators in a safe and timely manner
2. Maintain cleanliness of exterior and interior of vehicles supplies for crew transport.
3. Assist in the cleaning of the interior offices
4. Assists in stocking various dry goods and office products
5. Assist in driving and/or transporting of MOW vehicles as needed

JOB REQUIREMENTS:

Education, Licenses/Certifications and Work Experience:

A minimum of a High School diploma or equivalent is required. A valid Chauffer's license or CDL is mandatory. Prior experience and knowledge of transportation/railroad industry is helpful. Must not have any fines, tickets, violations of any sort on driving record.

Skills, Knowledge, Abilities and Mental Requirements:

- Work with frustrating situations, job objectives are hindered by events beyond the employee's control.
- Coordinate: negotiate, monitor and organize activities of others to achieve objectives but without direct authority.
- Work under time pressure: rush or urgent time lines.
- Have initiative and be able to self-direct many tasks.
- Possess strong interpersonal and organizational skills.
- Work on irregular schedule: Unscheduled overtime, called in to work, unanticipated changes to work pace.
- Flexible and accept change, react willingly, appropriately and in a timely manner.
- Work with numerous distractions.
- Reaction or response: Quick reaction/immediate response to emergencies
- Work is preformed independently or minimal on-site supervision.
- Perform basic counting, additions and subtraction of numbers.
- Comprehend written communication, basic instructions, safety rules, office memoranda.
- Verbal comprehension: comprehend simple verbal sentences and instructions.

Physical Requirements:

Constant (67-100%) Sitting for up to two hours at a time, Seeing; vision clarity greater than 20 feet, ability to distinguish color, Hearing; perceiving sound by ear, Talk; express or exchange ideas verbally, listening on phone and radio. Frequent (34-66%) Push/Pull activity of up to Light force (20lbs occasionally/10 lbs frequently), Standing for up to two hours at a time, Repetitive motion; repetitious movements of arms, hands, wrists etc. Occasional (10-33%) lifting up to 20 pounds, carrying to transport an object, bending downward and forward by bending spine at waist, Reaching, extending hands or arms in any directions, Handle; Seize, hold or turn with hands.

Working Conditions:

Position involves working outside of an office setting. Most of time will be spent in a vehicle.

The statements stated in this job description reflect the general details as necessary to describe the basic function, essential job duties/responsibilities, and job requirements typically required, and should not be considered an all-inclusive listing of the job. Individuals may perform other duties as assigned; including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

To apply send resume to Cambrie Anderson at cambrie.anderson@inrd.com or Jacklyn Hardy at Jacklyn.hardy@inrd.com or print online application at www.inrd.com and fax to (317) 822-9784.

