

Delivery Driver Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a Delivery Driver to get orders to {{customers / stores}} safely and on time. This role reports to the {{Dispatch / Route Supervisor}} and runs a daily local route in a {{company van / box truck}}.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Load and verify packages against the manifest before departure
- Drive a planned route safely and efficiently, following all traffic laws
- Deliver packages, obtain signatures, and capture proof of delivery
- Use the routing/scanner app to track stops and update statuses
- Provide friendly, professional service at every stop
- Handle returns, exceptions, and undeliverable packages per policy
- Complete pre- and post-trip vehicle inspections and report issues
- Keep the vehicle clean, fueled, and organized

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- Valid driver's license and a clean driving record
- At least {{18 / 21}} years old, per insurance requirements
- Able to lift and carry up to {{50}} lbs repeatedly
- Able to pass a background check and {{DOT physical / drug screen}} if required
- Familiar with the {{delivery area}} and comfortable with a routing app

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Prior delivery, courier, or route experience
- Experience with {{box trucks or cargo vans}}

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}; early starts, with overtime during peak seasons
- In and out of the vehicle in all weather, lifting throughout the day
- Steel-toe or closed-toe footwear required

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions}} — e.g., send a resume and short cover note to careers@company.com}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.