EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOBTITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver - Part Time</td>
<td>17697</td>
<td>01/13/2020</td>
<td>San Jose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 - 40</td>
<td>$20 - $32:00 DOE</td>
<td>Various</td>
<td>Various</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
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<tbody>
<tr>
<td>Background Check - Moving Experience Preferred</td>
<td>High School Diploma/GED</td>
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JOB DESCRIPTION
The Suddath Companies is a multifaceted group of companies that specialize in worldwide corporate employee relocations, household moving, warehouse and logistics management and specialized transportation services.

We are seeking Part Time Drivers at our South San Jose location.

Why work at Suddath?
You'll be an important part of the team doing a job with lots lots of variety. Use your customer service skills while you work with a supportive group of people.

What you can expect

- Work in different environments
- Meet people from all walks of life and career paths
- Gain knowledge of our industry and opportunities to develop leadership skills
- Learn move management and warehouse management software
- Receive training on job skills and software applications

Here's more about the job:

Major Goal:

The Local Driver is responsible for the safe and timely operation of the motor vehicle assigned for transportation of service crew members and cargo. When a Van Operator is also the Crew Leader, they have additional responsibilities.

Duties and Responsibilities as Driver:
Safety:

- Provide a complete pre-trip inspection of the vehicle, including documentation
• Provide for any necessary repairs, replacements, fueling, or vehicle weights prior to leaving the yard

• Assure that the driver daily log is current, whether in paper or ELD format

• Assure that the driver, vehicle, and company are in compliance with all safety policies

• Operate vehicles safely within legal guidelines, company policies, and according to road and lot conditions

3 TO 5 KEY SKILL SETS REQUIRED

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Quality and Profitability:

• Confirm job expectations, vehicle and crew assignments, and routing with Dispatch

• Assure that all necessary paperwork, equipment and materials are loaded before leaving the yard

• Prepare residences and facilities with proper protection

• Assure that a “Parts Box” is utilized

• Protectively pad and wrap items for loading in vehicles and containers as specified in Quality Labor Training guidelines

• With the crew, carry and dolly items between the residence or facility and the vehicle or container

• Safely stack and unstack items in the vehicle or container, and safely place the items in the destination residence or facility at the direction of the customer

• Remove debris and leave the work site in a clean and orderly condition

Additional Duties and Responsibilities if also the Crew Leader:

• Communicate with Suddath Dispatch

• Lead customer relations, make the pre-arrival call, make crew introductions, and be the on-site point of contact

• Assure that all material and equipment needed for the job is available

• Conduct a tailgate safety meeting with the crew

• Supervise all work of the crew

• Review the job requirements with the crew prior to arrival
• Complete a detailed descriptive inventory of all items to be loaded, or assure that all items delivered are checked off against the shipping inventory

• Complete job paperwork and electronic forms

• Complete End-Of-Day checklists

Education/Experience:
• High school diploma or general education degree (GED); one year or more related experience and/or training; or equivalent combination of education and experience.

• Previous experience commercial and household goods moving preferred.

Language Ability:
• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:
• Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability:
• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:
• To perform this job successfully, an individual should be able to learn and effectively use software applications such as move management, timekeeping, HRIS and other software systems used in the performance of job duties.

Certificates and Licenses:
• Valid CDL driver’s license preferred

Work Environment:
• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• While performing the duties of this job, the employee must be comfortable and able to drive on freeways in major metropolitan cities, in congested central business districts, and in populous residential areas with narrow streets.

• The employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.
Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and or move up to 50 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

- The Van Operator/Driver must not have any mental, nervous, or functional disease or psychiatric disorder likely to interfere with the driver's ability to drive a commercial motor vehicle.

Compensation and benefits:

- Flexible schedules may be available - shift work, weekend schedules.

- Overtime available.

- Competitive hourly wage based on experience and driver’s license classification - $20.00 to $32.00 per hour

- 401(k) retirement savings plan with company match