

## **Auction Drivers**

Reporting to the designated supervisor or manager, operate motor vehicles on and off auction premises for transport, pick-up and delivery in support of auction activities. Safely move, stage, and park vehicles in the correct lot area.

Perform all other duties assigned by supervisor or manager. Must know, practice and ensure that company policies and procedures and state or federal laws are always followed.

### **Responsibilities and Duties:**

1. Provide prompt and courteous service: both on the phone and in person.
- A. Maintain a professional appearance consistent with the Handbook.
2. Make sure customers receive prompt, efficient and courteous attention for all contacts and transactions.
3. Be familiar with procedures for handling all aspects of customer complaints or disputes.
4. Resolve any customer complaints in a friendly, courteous manner. Advise the supervisor or designated manager of all complaints or incidences.
5. Immediately report to manager or supervisor anything that occurs which may potentially jeopardize the ability to physically or legally operate a motor vehicle.
6. Immediately report to manager or supervisor all driving related incidents to include traffic citations, warnings, accidents or mechanical problems experienced on either private or public property whether on or off the job.
7. Always operate motor vehicles safely and practice conservative, cautious, and courteous driving habits.
8. Advise supervisor or manager of all breakdowns immediately.
9. Respond to and follow proper company policy procedures involving accidents (customer or employee), injuries, and loss or damage to any property. Report all incidents to manager of supervisor immediately.
10. Practice and always promote teamwork . Set a good personal example of attitude and performance.
11. Perform other duties as assigned.

### **Educational Requirements and Qualifications:**

High school diploma or GED preferred.

Must possess a valid driver's license.

Must be able to read English and/or comprehend motor vehicle traffic signs