

## **DSR (Delivery Service Representative)**

1. Deliver the customers' expectations with a smile and exceed those expectations whenever possible.
  - a. Be on time and attentive to what is being delivered or picked up each day.
  - b. Review and read all notes on the contracts placed on the job board for the following days, ask questions if needed. Highlight important information on the contract.
    - i. If you have any questions, ask Robert or Jenn before you leave for the job site.
    - ii. Make Notes of what extra inventory you left on your white sheet.
    - iii. Make note of what carts, straps or transportation items you left with customer.
  - c. Review that truck is loaded properly and all paperwork has been provided.
  - d. Notify Dispatcher if running late. Before you are late
  - e. Know and understand all rental equipment being delivered, so if a customer has any questions on site you can answer them.
  - f. Double check that all items are unloaded or loaded from delivery or pickup location.
  - g. Secure customer signature on contract, and confirm that everything has been delivered to the customers expectations.
  - h. Inform supervisor of any difficulties with delivery or pickup.
  - i. Place delivery or in store returned equipment to their designated areas to be checked in so we can get them cleaned and back to RTR.
  - j. Document any important information, as well as any missing items.
  - k. Verify that all paperwork is placed in bin, and turn paperwork on board before leaving for any delivery or pickup.
  - l. While driving a company vehicle:
    - .Serve as a store representative
    - i.Carry Driver's license at all times
    - ii.Observe all laws
    - iii.Keep vehicles clean (interior and exterior)
    - iv.Keep fuel at half tank or more
    - v.Notify Warehouse Manager if any other oil or fluid levels are low
    - vi.Notify Warehouse Manager/Store Manager of any mechanical issues, scrapes, dents, or accidents
  2. Ensure that your DA is working safely and efficiently. Spend the extra time to teach them to be better.
  3. Train these guys to take your job. It will help you become better at your job and teach them the right way to do things.
  4. Give them good guidance and assistance so they can do their job.
  5. When not on deliveries, willingly and positively serve the Warehouse Manager by assisting with warehouse work.
- . Make sure that all trucks and trailers are empty
- a. Clear red zones, make sure inventory in moving towards its home as soon as it comes back from the job site.



## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
                                                                                              

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_